- INDEX OF -

DEPARTMENT OF PUBLIC WELFARE

	RECORI	ROOM-BASEMENT- 327 ST. PAUL PLA	CE.
SERIAL Number	SERIAL DATE	Subject	YEARS Affected
/	12-19-38	(CASE HISTORY RECORDS - ACTIVE CASES)	1930
2	12-19-38	(MASTER FILE - INDEX)	/933
3	12-19-38	ADC - RID TO DEPENDENT CHILDREN OAP-OLD RID PENSION (MASTER FILE INDEX SCC-CIVILIAN CONSERVATION CORPS)	1930
4	12-19-38	(RECORD OF MAJOR PROBLEMS OF PERSONS RECEIVING) RELIEF - STATISTICAL RECORD - EMERGENCY CHARITY ASSO	1936-37
5	12-21-38		1936
6	12-16-38	(INDEX OF ASSIGNMENTS TO SOCIAL WORKERS) (APPLICANTS IDENTIFICATION CARD—RELIEF AND NON-RELIEF (CLIENT'S - AS ISSUED BY U.S. DEPARTMENT OF LABOR)	1935-36
7	12-6-38	"CLOSET FILE" (CASE HISTORY RECORDS)	1933
8	12-8-38	"CLOSED FILES" (RID TO DEPENDENT CHILDREN) "CLOSED FILES" (RID TO BLIND	1930
9	12-5-38	CLOSED FILES -O.T.I. (OUT OF TOWN INQUIRIES)	1935
10	12-2-38	CLOSED FILES" (CASE HISTORY RECORDS-REFERRALS) D.P.W." (DEPT. OF PUBLIC WELFARE)	1938
//	12-1-38	D.P.W"- (DEPT. OF PUBLIC WELFARE) CLOSED FILES CCC"- (CIVILIAN CONSERVATION CORPS.)	1937
12	12-2-38	"CLOSED FILE - MISC. FILE"	1933
	12-5-38	BERC " BALTO. EMERGENCY RELIEF COM. "ECA" EMERGENCY CHARITY ASSO. NO CASE MADE FILE WPA" WORKS PROGRESS ADMINISTRATION	
14	12-20-38	(RECORD OF PERSONS WORKING ON W.P.A. AND OF PERSONS	1936
15	12-16-38	(W.P.A RSSIGNMENTS-CUT. OFFS AND TRECLASSIPICATIONS)	1935
16	12-19-38	(RECORD OF NON-RELIEF CLIENTS ELIGIBLE FOR W.P. A.PROTECT)	1935
	12-20-38	(ACTIVE FILE - REFERRALS TO W.P.A)	1937
	12-19-38	(Nonge of Failure To Report of Refusal Toriccept Referra	
19	12-16-38	(OUT OF TOWN INQUIRIES)	1935-36
20	12-5-38	OUT OF TOWN INQUIRIES - OLD PICE AND MOTHERS ASSISTANCE)	1933

- INDEX OF-

DEPARTMENT OF PUBLIC WELFARE

RECORD ROOM - BRSEMENT - 327 ST. PAUL PLACE							
SERIAL	SERIAL		YEARS				
NUMBER	DATE	SUBJECT	PEFECTED				
A							
21	12-1-38	"BALTIMORE CITY HOSPITAL INFIRMARY"	1936				
22		GRANT AUTHORIZATIONS-OLD AGE ASSISTANCE-AID TO DEPENDENT CHILDREN)	1938				
23	12-21-38	(OLT RGE PENSION'S PENDING)	1937-				
24	ii	(OLD AGE RECORDS - DEAD)	1930				
25	12-20-38	(SERMEN RECORD)	1938				
26	12-16-38	"STREET FILE"	1930				
27	12-15-38	(STREET INDEX FILE)	1933				
	1-3-39	"MAP OF BALTIMORE CITY-PREPARED BY THE BUREAU OF PLANS AND SURVEYS IN 1933"	1933				
29	1-3-39	(GENERAL CARRESCANTISMAN)	1937				
_30	1-3-39	CASE HISTORY RECORDS - FORMER RELIEF CLIENTS NOW ON STAFF, ALSO PERSONS ON M.P.A. PROJECTS IN THEPT!	1077				
		OF PUBLIC WELFARE	1937				
	A CONTRACTOR OF THE PARTY OF TH						
			ATA MANAGEM PARTE TRANSPORTED STATE STATE STATE OF THE ST				
		AND THE RESERVE OF THE PROPERTY OF THE PROPERT					
	1						

NOTE

THE BALTIMORE EMERGENCY RELIEF COMMISSION WAS FORMED SEPTEMBER 1-1983 FIND CONTINUED UNTIL JUNE 1936.

THE EMERGENCY CHARITY FISSOCIATION WAS FORMED IN JUNE 1936 AND CONTINUED UNTIL JUNE 1937, DURING WHICH FERIOD IT HANDLED ONLY GENERAL PUBLIC FISSISTANCE.

THE PRESENT "DEPTREMENT OF PUBLIC WELFARE" WAS ESTMELISHED IN JANUARY 10TH 1935 AND HANDLED ONLY OLD AGE PENSIONS-MOTHER'S ASSISTANCE AND HOSPITALIZATION, IN JUNE 1937 THIS AGENCY ALSO TOOK OVER GENERAL PUBLIC ASSISTANCE, COMPLETING THE ENTIRE SET_UP.

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Cou	Baltimore City State Maryland
Nar	ne of agency or office Department of Public Welfare
	(Office of custody) (Office which made the record, if different)
Add	ress of office of custody 327 St. Paul Place (Name of building, room number, street address)
	(xiamo or outside, room number, sereet address)
1.	Title Case History Records - Active Cases (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
0	or both) Dates: 1930
۷.	(Earliest and latest dates; missing dates. Show exact date of breaks)
3.	Quantity 144 Steel file drawers
4	Labeling See addenda sheets, list of file drawers as labeled.
4.	(Explain fully; years; humbers; letters; number of records so labeled)
5.	Discontinued and missing records None
	(If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
6.	CASE Records of individuals consists of record out card (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
	their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	papers in each individual folder face sheet (identification each should be given. Unless contents of these records are described by other forms 12-13HR, such forms should be filled out and attached)
	record of client); Social Service Exchange identification;
	application for relief; case history record; social
	workers investigations and summary of case; application
	For general public assistance; correspondence requesting
	relief; marriage report; dispensary report; references
WPA	Form 12-13HR—Revised (See reverse side)

6.	Contents-continued regarding employment; authorization as to
	turning over to Department of Public Welford all Finance
	and insurance held; employer's reports; correspondence between
	the Mayor and the Dept. of Public Welfore regarding employment;
	social workers authorization for allowance check, commodities, etc
7.	Arrangement Alph. by names of clients (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
8.	Indexing None (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Typed and handwritten on plain paper printed Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Neads and printed forms. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of Steel file drawer 11"4" 14" Average 250 cases per drawer (of record or container. Height, width, thickness or depth. Average number of pages or documents)
	(Average 30 papers per case)
11.	Location by dates and quantities 1930 - To TIATE - 144 steel File drowers (Room. vault, wall—N. E. S. W., section, bin, lishelf, cabinet, on floor)
	in northwest corner in record room (in cellar.)
12.	Other information (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	cont. from line 6 minimurance reports; removal notices; references
	from religious organizations and other charities concerning
	relief for client; reports from State Industrial Accident
	Commission respecting injuries while employed; information
	and application for old age pension; entry ticket for relief
	allowance.
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)

· (Case History Records - Active Coses)

continued from line b; list of steel file drowers. labeled as follows Goodrich A-M Southern No.1 N-7 No. 1 Purnell A-2 No. 2 11 Wachter A-2 No. 3 Sharkey A-Z No. H Adams 1 A-2 No.5 Schmidt A-Z No.6 Roberts A-2 No.7 Moloney-Schuetz A-N Southern No.8 No.8 N. 2 W. Reddick A-Z Southern No.9 No. 9 Rosedom A-2 Nicholson A-Z No.10 Hill No.11 A-7 Siegel A-N No. 12 No. 12 0-2 Herzog No. 13 A-N 0-2 No. 13 A-2 No. 14 Kaufman Underwood A-2 No. 15 No. 16 Hoyden A-2

No. 17

Meyer

A-Z

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)

(Leave this space blank)

	•	
Co	inty City or town	
Ag	oncy or department	
Βι	reau	
N	me of other owner, if any	
Na	me of building(Street address)	
1.	tem or items(Paintings, etchings, statues, etc.)	
2.	Γitle or subject	
	(Number of items) (Date or dates) (Size or sizes) (Indicate by an (x) whether: Oil (), watercolor (), engraved (), crayon (), pen-and-ink (photostat (), mounted (), framed (), marble (), bronze ().	
5.	Condition of work	
	Artist(Publisher or engraver) (Place of publication)	- -
7.	(Rooms and vaults, corridors, parks, etc.)	
8.	Other information	
		
		· -
	U. S. GOVERNMENT PRINTING OFFICE 10-4925	·

(Case History Records-Active Coses)

flodenda sheet 2

Continued from addenda sheet 1							
Werner	A-M	Southern	No.18				
	N - Z	. 11	No. 18				
Gardner	A- R	D.	No. 19				
Gardner	s-Z	e e	No. 19]	1 drawer			
Geller	A-2	Northern	No. 34)				
M. Williams	A-Z	Southern	No. 20				
Lurie	F1-17	н	No. 21	÷			
Hipolite	A-2	11	No. 22				
Berman	A-R	16.	No. 23				
Berman	5-2		No. 23}	1 drawer			
January Sirkis	5-2	Western	No. 12)				
sirkis'	A-2	Southern	No. 24				
Roy	A-2	.4t .	No. 25				
Cesar	A-Z	. 16	No. 26				
Supik	A-M		No. 27				
Supik	N-2	. u	No. 27				
Maloney	A-Z	n	No. 18				
Tepletsky	A-2	и.	No. 29				
Smith	A-2	ц .	No. 30				
Solomon	9.2	Eastern	No. 1				
Mr. Keener	A-M		No.2				

No. 2

Mr. Meener N-2

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)

(Leave this space blank)

County	City or town	
Agency or department	·	
Bureau	·	·
Name of other owner, if any		··
	(Street address)	
1. Item or items	(Paintings, etchings, drawings, statues, etc.)	·-
•		
3(Number of items)	(Date or dates)	(Size or sizes)
	framed (), marble (), bronze ().	ı (), pen-and-ink (),
5. Condition of work		
6. Artist	(Publisher or engraver)	(Place of publication)
7. Location	(Rooms and vaults, corridors, parks, etc.)	
	·	······································
	U.S. GOVERNMENT PRINTING OFFICE 16—4925	

(Cose History Records - Active Cases)

Addenda sheet 3

Continued from	oddenda	sheet	2
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Holt	H-Z	Eastern	No. 3
Hall	.A-Z	ц	No. 4
Temin	A-2	11	No. S
Hect	H-Z	11	No. 6
Weinstein	A-2		No 7
Dunn	A-2	· ·	No.8
Michelson	H-2	_ <i>n</i>	No. 9
Bevans	A-2	"	No. 10
Jandorf	A-2	11	No. 11
Neufeld Jacobs	F1-2	"	No. 12
Jacobs	A-2	41	No.13
Wesley	4-2	**	No.14
Hetzer	A-2	11	No.15
stetzer Draper Draper	5-2	11	No.15 No.16 No.16
McCusker	A-2	**	No.17
Dockhorn	A-Z	44	No.18
Rosenblatt	A-2		110.19
Decesare	A-2	• •	No.20
Bean	A-2	ŧį	No.21
Hollingsworth	A-2	44	No. 22
Kandel	A-2	**	No.23
Stevens	A-2	4.	No.24
Barranger	A-2	H	Noiss

WORKS PROGRESS ADMINISTRATION

SURVEY	OF	STATE	AND	LOCAL	HIST	ORICAL	REC	CORDS:	1936
				HISTO	RICAL	RECOR	DS	SURVEY	7
		ame of State)			-				-

(Leave this space blank)

Ca	County City or town	
	lgency or department	
	Bureau	
	Vame of other owner, if any	
	Vame of building	
	(Street address)	
_	T	
	. Item or items(Paintings, etchings, drawings, statues, etc.)	
2.	. Title or subject	
3.	(Number of items) (Date or dates) (Size or size's)	
5.	photostat (), mounted (), framed (), marble (), bronze (). Condition of work	
6.	. Artist(Publisher or engraver) (Place of publication)	
7.	(Rooms and vaults, corridors, parks, etc.)	
8.	Other information	
		••••••••••••••••••••••••••••••••••••••
	······································	

(Coise History Records - Active Cases)

Addenda sheet H

Continued from addenda sheet 3

1			
Kirby	A-2	Eastern	No.26
Dobson	A-2	u	No. 27
Bates	A-Z	"	No. 28
Croswell	A-2		No. 29
Gregg	A-2	,,	No.30
Trader	A-2	11	No.31
Keener	G-2	Northern	Noil
Epes	A-s	11	No. 2
Crostnopol	A-2	11	No. 3
Wilder	A-R	ts	No. H
Wilder	5.2	+1	No. 4 I drawer
Epes	T-2	11	No. 2)
Willis	A-Z	**	No. 5
J. Goodman	A-M	46	No. 6
J. Goodman	N-2	11	No.6
Reddick	A-2	**	No.7
Clayton	A-2	, u	No. 8
Hilliard	A-2	11	No.9
Freeman	1A-2	H	Noilo
Lewis	A-2	н .	No.11
Lisonshy	A-Z	•	No. 12
Benham	A-2		No.13
Cohen	A-2	. (No.14

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

(Leave this space blank)

Co	unty City or town
	ency or department
Bu	reau
Nε	me of other owner, if any
Nε	me of building(Street address)
1.	Item or items(Paintings, etchings, drawings, statues, etc.)
2.	Title or subject
	(Number of items) (Date or dates) (Size or sizes) Indicate by an (x) whether: Oil (), watercolor (), engraved (), crayon (), pen-and-ink (),
E	photostat (), mounted (), framed (), marble (), bronze (). Condition of work
	·
7.	Artist (Publisher or engraver) (Place of publication) Location (Rooms and vaults, corridors, parks, etc.)
8.	Other information

(Case History Pecords - Active Cases)

Addenda sheet 5

continued from addenda three 4

		,	
Vigilante	A-2	Northern	No. 15
Wilson	1-2	41 - 5	No. 16
Baerwold	A-2	u .	Ne. 17
Stern	A-2	U.	No. 18
Hoene	A-2	44	No. 19
Hyman	A-2	**	No. 20
Owings	A-2	41	No. 21
Bisen	1A-Z	41	No. 22
Dorman	A-2	11	No. 23
Wade	A.Z.	14	No.24
Eisenberg	A-R		No.25
Eisenberg	5-2	•	No.25
Cooper	9-2	98	No. 26
Mohlhenrich	A-2	4	No.27
Brooks	A-2	11	No. 28
Keyser	A-2	44	No.29
Kolker	A-2		No. 30
Junge	A-2	44	No.31
Woodbury	A-2		No.32
Horrison	.A-Z	**	68.0N
Thomas	A-2	Western	No.1
Tucker	A-Z	44	No. 2
Alleyne	A-2	11	No. 3

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)

(Leave this space blank)

County	City or town	
Agency or department	·	·
Bureau		
Name of other owner, if any	·	·
	(Street address)	
1. Item or items	(Paintings, etchings, drawings, statues, etc.)	
	·	
•		
(Number of items)	(Date or dates)	(Size or sizes)
	amed (), marble (), bronze ().	
6. Artist	(Publisher or engraver)	(Place of publication)
	(Rooms and vaults, corridors, parks, etc.)	
		
·	·	·
•		·
	·	

(Case History Records - Active Cases)

Addenda sheet b

Continued from addenda sheet 5

	,		
Waters	'A-Z	Western	No. 4
Marshall	H-2	. 11	No. 5
Schwortz	A-Z	н	No. 6
Trigg	A-Z	H	No. 7
Gruebel	A-2	i)	No. 8
Bryant	A-M		No. 9
Bryant	N-2	(1)	No. 9
Barclay	A-2	11	No. 10
Fowler	A-2		No. 11
January	A-R	4.	No. 12
Rosin	A-2	tt .	No. 13
Gehring	H-2	U	No. 14
Wells	A-M	11	No 15
Wells	N-2	<i>.</i>	No.15
Clough	6-2	•	No.16
Mehling	A-Z) t	No.17
Salkin	A-Z	. 0	No. 18
Klemme	H-M	<i>I</i> 1	No.19
Klemme	N-2		No.19
Quinlin	A-Z	1,	No.20
Bird	A-2	II	No. 21
Judge	A-2	**	No. 22

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936 (Name of State) HISTORICAL RECORDS SURVEY

(Leave this space blank)

		•
County	City or town	·
Agency or department		·
Bureau		
Name of other owner, if any		
reality of building	(Street address)	
• Ti		
1. Item or items	(Paintings, etchings, drawings, statues, etc.)	
2. Title or subject	······································	·
	·	
3(Number of items)	(Date or dates)	(Size or sizes)
4. Indicate by an (x) whether: Oil (), watercolor (), engraved (), cra	yon (), pen-and-ink (),
photostat (), mounted (), fran	med (), marble (), bronze ().	
5. Condition of work		
6. Artist	(Publisher or engraver)	(Place of publication)
7. Location		
·	(Rooms and vaults, corridors, parks, etc.)	·
8. Other information		
·		
	· · · · · · · · · · · · · · · · · · ·	
	·	

(Case History Records - Active Cases)

Addenda sheet 7

Continued from addenda sheet b

L. Brown	A-2	Western	No. 23
Reed	H-2	44	No.24
Luthy	A-M	11	No.25
Luthy	N-2		No 26
Dwyen	A-2	44	No. 27
Duker	A-2	11	No.28
Coplan	A-2	, n	No.29
Lyons	A-2	. 11	No. 30

WORKS PROGRESS ADMINISTRATION WPA FORM 11HR

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS 1936 HISTORICAL RECORDS SURVEY

Name of State

THE PRINTED RECORDS FORM (Leave this space blank)

	County:City or town:
	Agency or department:
	Bureau:
1.	Title of set of records in which publication appears (if any):
2.	Title of publication:
3.	Dates, total volumes, and volume numbering or lettering:
4.	Missing volumes, by numbers and dates:
5.	Average number of pages per volume:
6.	Average height, width, and thickness of volumes:
7.	Indexing:
	Condition of printing, paper, binding:
	· · · · · · · · · · · · · · · · · · ·
٥	Location by dates and volume numbers:
J•	20CAUTOR by Caves and volume numbers.
10	Nodes subdeats corrects
10.	Major subjects covered:
-	
11.	Other information:
	· · · · · · · · · · · · · · · · · · ·
	\cdot

Kova	Ka-	Sc	ott
	(Worker	's full	name)

12-19-38

2

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Gou	Baltimore City State Maryland
Nan	ne of agency or office Department of Public Welfare
	(Office of custody) (Office which made the record, if different)
Add	ress of office of custody 327 St. Paul Place (Name of building, room number, street address)
	(Name of building, from number, street audress)
1.	Title (Master File - Index) (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
2.	or both) Dates. 1933
	(Earliest and latest dates; missing dates. Show exact date of breaks)
3.	Quantity 99 Wooden file drawers: file boxes; bundles; other)
4.	Labeling See addenda sheets-list of file drawers as labeled, (Explain fully; years; numbers; letters; number of records so labeled)
5.	Discontinued and missing records None,
	(If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
	Tocold. Explain why fecords are intesting, if possible)
6.	Contents Master index cards, including cross reference cards (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
	and master file inquiry cards; master index cards their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	show surnome and given names of man and woman; each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
	previous marriage; alias; dates of births of man and woman;
	places of births; occupation; race; defects; family status;
	oddress of client; district; dates transferred and closed from
	E.C.A.; date of acceptance; date of closing of case; reason; names
	of children; dates of births; addresses, if different; relatives and
WPA	Form 12-13HR—Revised (See reverse side) 16-6419

	(Place of publication) (Date of publication)
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	assistance coses.
	Note: About index supports all general public
	- I - I - I - I - I - I - I - I - I - I
	race; dates of births of all members in family; classification of assistance applied for and signature of clerk."
	continued from line to additional members in family;
	Whether record is known to have been kept earlier than dates shown in item 2)
12.	Other information Records and equipment in dood condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) near south wall in record room in cellar.
11.	Location by dates and quantities 1933 to date, 99 Wooden file drawers
	3 Cords per cose)
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of file drawers H74x6x4" Average SOO cases per drawer (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
9.	Writing uped and handwritten on orinted forms. (Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
0	title and identification number)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	Arrangement Alph (by code colled Sounder System), by names of clients. (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
_	names of man and woman; address; dates of appointments; (line
	cord (temporary registrations); show surname and given
	alios; oddress and relationship; moster file inquiry
	Cross reference cords show name of client; mon or woman;
6.	Contents—continued others also their addresses and kinship;
C	Contents antiqued others also their address of good brights.

(Department of Public Welfore Master Index)

addenda sheet 1

	and the second second				
continued	from line k	o, list	of file	drawers	labeled

D (ler) - D (lmr)

WPA Form 16HR					
1					
l					-
[

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WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)

·

Co	unty City or town
Ag	ency or department
Bu	reau
Nε	me of other owner, if any
Nε	me of building(Street address)
1.	Item or items(Paintings, etchings, statues, etc.)
2.	Title or subject
3.	(Number of items) (Date or dates) (Size or sizes)
4.	Indicate by an (x) whether: Oil (), watercolor (), engraved (), crayon (), pen-and-ink (), photostat (), mounted (), framed (), marble (), bronze ().
5.	Condition of work
6.	Artist(Publisher or engraver) (Place of publication)
7.	Location(Rooms and vaults, corridors, parks, etc.)
8.	Other information

(Department of Public Welfare - Moster Inex)

Addenda sheet 2

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Continued from addenda sheet #1
                                              , W (1c - 1d1)
                               R(bm) - R(c) W(ldm-lm)
J (md) - K (cl)
                                R(c) - R(co) W(Im-10d)
K(c1b) - K(1d)
                                R(c10) - R(d1) W(rd-10m10)-Y (b-mc)
K(Idb) - K(mc)
                                R(d1b) - R(mc). Y(mc-10m) - Z
K(mcb)- K(rer)
                                R(mcb-11) - S(b-bc)
K (rd) - L (rmr)
                                5 (bcb) - 5 (brc)
L(b) - L (ccm)
L(cd)- L(1)
                                S (brd) - S (d)
                                S(d) - S (d/m)
L (lbr) - L (mdr)
                                5 (dlr) - 5 (drd)
L.(m1) - M(c)
                                S (drd) - S (lcr)
 M(cle) - M (cmi)
                                S(1d) - S (mbr)
M (c1) - M (del)
M(dcm) - M(Ir)
                                S(me) - S(md)
M(10) - M (md)
                                S (md)
                                S (md)
M (mdm) - M (r)
                                S (mmb) - S (rd)
M(r) - M(rd)
                                S (rdb-rr)-T(b-crm)
M (rdm) - N (cl)
N (c/c) - N (+b/)
                                T (d-10)
N (rbr) - O (lcd)
                                T(Ir)-T(mbc)
0 (14) - P (cel)
                                T (mbc - rm)
P (cem) - P (drr)
                                T (rmb - dre)
P (Imr)
                                V(1-1-m1)=W(bc)
P(10)- P(10c)
                                W(cb-d
P(rc) - P(rmd)
                                W (d-dd)
                                W (d1-1c)
P(oml) - R(blm)
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WPA Form 16HR					
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WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)

(Leave this space blank)

County	City or town	
•		
		,
•		
Name of building	(Street address)	·
		1
1. Item or items	(Paintings, etchings, drawings, statues, etc.)	
	(Date or dates)	
4. Indicate by an (x) whether: C	Oil (), watercolor (), engraved (), cr	rayon (), pen-and-ink ()
photostat (), mounted ()	oil (), watercolor (), engraved (), co	
photostat (), mounted ()	, framed (), marble (), bronze ().	·····
photostat (), mounted () 5. Condition of work 6. Artist	, framed (), marble (), bronze ().	(Place of publication)
photostat (), mounted () 5. Condition of work 6. Artist 7. Location	(Publisher or engraver) (Rooms and vaults, corridors, parks, etc.)	(Place of publication)
photostat (), mounted () 5. Condition of work 6. Artist 7. Location	(Publisher or engraver) (Rooms and vaults, corridors, parks, etc.)	(Place of publication)
photostat (), mounted () 5. Condition of work 6. Artist 7. Location 8. Other information	(Publisher or engraver) (Rooms and vaults, corridors, parks, etc.)	(Place of publication)
photostat (), mounted () 5. Condition of work 6. Artist 7. Location 8. Other information	(Publisher or engraver) (Rooms and vaults, corridors, parks, etc.)	(Place of publication)
photostat (), mounted () 5. Condition of work 6. Artist 7. Location 8. Other information	(Publisher or engraver) (Rooms and vaults, corridors, parks, etc.)	(Place of publication)
photostat (), mounted () 5. Condition of work 6. Artist 7. Location 8. Other information	(Publisher or engraver) (Rooms and vaults, corridors, parks, etc.)	(Place of publication)
photostat (), mounted () 5. Condition of work 6. Artist 7. Location 8. Other information	(Publisher or engraver) (Rooms and vaults, corridors, parks, etc.)	(Place of publication)

3

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Revenue Circa
BALTIMORE CITY State MARYLAND
Name of agency or office DEPARTMENT OF PUBLIC WELFARE
(Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. PAUL PLACE (Name of building, room number, street address)
TECORI HOOM - BASEMENT
1. Title MASTER FILE INDEX AND AND TO THE BLIND. (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. 1930 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 25- STEEL FILE DRAWERS
(Number of volumes; file drawers; file boxes; bundles; other) SEE HODENIIA SHEET
4. Labeling DRAWERS LABELED WITH INCLUSIVE LETTERING MIST OF DRAWERS (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTRINING MASTER FILE INDEX OF CASES KNOWNAS - RID TO DEPENDENT (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
CHILTREN - OLD FIGE PENSION - RID TO THE BLIND - CIVILIAN CONSERVATION their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
CORPS - SHOWING NAMES OF APPLICANTS. DATE OF BIRTH. THOS, CASE NUMBER each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
PRY-ROLL NUMBER UNDER SPECIFIC CLASSIFICATIONS, RENOTED ABOVE, ALIAS,
PREVIOUS MARRIAGE, FAMILY STATUS; RELIGION; FIDDRESS, TATE OF APPLICATION
THIE OF GRANT, DATE CASE CLOSED, REASON CASE CLOSED, NAMES OF CHILDREN
THTES OF BIRTH, CLASSIFICATION OF GRANT - ON REVERSE SIDE IS SHOWN
REFERENCES AS TO OTHER MEMBERS OF THE FAMILY.

. C	ontents—continued					···
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		·			<u> </u>	-
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					•	
		•				
. A	rrangement ALPHA	BETICALLY R	BY NAMES OF y-by what? Numericall	CLIENTS v—by what? Alpha	betically—by what?)	
. In	idexing None					·
	(Self-contained	l—describe what it shows.	If separate, fill out a	form for it, and p	lace cross reference he	re to that form by
	title and identification num	 per)				·
. W	riting HANZ	WRITIEN FIND en. Handwritten printed i	TYPEII ON F	RINTED FO	DRMS. Typed printed form.	Cyped printed head.
 P	Printed. Photostat. Other.					
	ze <i>OF STEEL</i>				E 1900 CAR	ne PERTINA
. 131	(Of r	ecord or container. Heigh	t, width, thickness or dept	h. Average number	of pages or document	43
	·	SIZE OF CAR	75 3"×5"			
Δ.	VEAR EAST W	ALL OF RECO	TI ROOM IN	Basement	•	
 2. Ot	ther information \overline{Z}_{2}	ECORIS AND (Condition of record if not	CONTRINERS good. Relation to other	FRE IN E	XCELLENT Con on prior, subsequent	CONDITION.
	Whether record is known to	have been kept earlier tha	n dates shown in item 2)			
						
Δ	OTE THIS IND	EX SUPPORTS A	LA CASES IN TI	HE CATAG	ORIES ABOV	E NOTED.
	.•					
	·					
	·		•			
	·		•			
			·			
. (F	For use in Florida.)	Early imprints		•		
		-	(Author)		(Publis	her)
	(Place of	publication)			Date of publication)	

- AID TO DEPENDENT CHILDREN OAP - OLD AGE PENSION
ATOB - AID TO THE BLIND
CCC - CIVILIAN CONSERVATION CORPS MASTER FILE INDEX

25-Drawers Labeled with Inclusive Lettering as Follows:

" A - BAG

BEA - BRI

BRO - CAP

CAR - CON

COOK - TIEY

DIA - EYL

FAB - FUS

GAB - GWY

HAA - HEP

HER - HYS

ICEN - JON

JONES - KOZ

KRA - LOZ

LUB - MCW.

MEA - MUR

MUR - PAY

PEA - REE

REE - Roz

RUA - SHA

SHE - SOW

SPA - SZY

TAB -

U'DEL - WEI

WEL - WILM

WILS - Z.W.O.

Kova	ha-	Sc	ott
•	(Worker	's full n	ame)

12-19-38

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(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE., NW.
WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfare
(Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place.
(Name of building, room number, street address)
1. Title (Record of Major Problems of Persons Receiving Give present full titlelin quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities,
Relief - Statistical Record-Emergency Charity Asso.)
2. Dates. June 16, 1936-1937. (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 12 Steel file drawers
4. Labeling Not labeled
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
record. Explain why records are missing, if possible)
6. Contents Cards contain record of major problems (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, of relief clients showing social workers names:
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
surname of clients diven names of man and each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached)
woman; type of case; case number; address
of client; date of last opening; date of last closing
number in budget group and date; exact dates
of births, deaths and birthplaces of each person in
family; others in household, showing names, sex, dates
WPA Form 12-13HR—Revised (See reverse side) 166419

6.	Contents-continued of births and relationship dates members
•	of household, (mon and woman) come to U.S., and to Baltimore
	City; whether citizen oralien; usual industry; usual occupation.
	reason unemployed; color; parentage class; religion; marital
	status; class of problem; date of intake; date of line 12
7.	Arrangement Alph. by surnames of clients (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	Indexing None
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
9.	Writing Typed on printed form (Cords) (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing) Size DF file drawers 6 x 9 x 18" Average 703 cards per drawer. (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11.	Location by dates and quantities June 1936-1937 12 steel file drawers (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) On east wall in record room in cellar.
12.	Other information Records and equipment in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2) Continued from line 6 classification as to relief
	total income received from E.C.A.; supplementation
	of family's own income by ECA; date case closed;
	reason for closing case; date of major problem.
	Note ECA = Emergency Charity Association
13.	(For use in Florida.) Early imprints
	(Author) (Publisher) (Place of publication) (Date of publication)
	(Date of publication)

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	(W	orker's	full n	ame)

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er's full name)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfare
Address of office of custody 327 St. Poul Place.
(Name of building, room number, street address)
1. Title (Index of Assignments to Social Workers) (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities.
or both) 2. Dates 1936
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 4 Steel file drawers (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Drawers labeled A-E: F-M; N-S; T-Z (Explain fully: years: numbers: letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Card shows name of street; block number (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record ward number and Social Workers district
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered to
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached
Record of assignments of cases to Social Workers

6.	Contents—continued
7.	Arrangement Alph. by names of streets (Chrohologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing (Chrohologically—by what? Numerically—by what? Alphabetically—by what?) [Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Tuped and handwritten on ruled cards (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
.0.	Size of file drawers 4x5'4x16" (Average 5000 cards per draw (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
1.	Location by dates and quantities 1936 to date, 4 file drawers on south (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) wall in record room, in cellar.
	- WORTH M. COOKS 10077, 17) CONTO 17
2.	Other information Records and equipment in excellent condition (Condition of record if not good. Relation to bther records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
3.	(For use in Florida.) Early imprints
	(Author) (Publisher)
	(Place of publication) (Date of publication)



12-16-38

(Form identification number)

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WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Con	BALTIMORE CITY State MARYLAND
	ne of agency or office DEPARTMENT OF PUBLIC WELFARE
-Δ'-λ-λ	ress of office of custody 327 St. Phul Place
	RECORD ROOM - BASEMENT.
1.	Title (Give present full title in quotes: assigned title, if any in brackets. If record has had other titles, list them with dates or quantities
	CLIENTS -AS'ISSUED BY U.S. DEPARTMENT OF LABOR)
2.	Dates. 1935-1936
_	(Earliest and latest dates; missing dates. Show exact date of breaks).
3.	Quantity 11-STEEL FILE DRAWERS (Number of volumes: file drawers; file boxes; bundles: other) SEE HUDENDA SHEETS
	Labeling DRAWERS LABELED WITH INCLUSIVE LETTERING SLISTOF DRAWERS (Explain fully; years; numbers; letters; number of records so labeled) Discontinued and missing records None. (If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
6.	Contents CONTHINING RELIEF AND NON-RELIEF CLIENTS IDENTIFICATION (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
	CARIS AS ISSUED BY U.S. DEPARTMENT OF LABOR, SHOWING CASE their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	NUMBER, JJENTIFICHTION NUMBER, NAME AND HIDRESS OF APPLICAN each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
	AGE, HEIGHT AND WEIGHT, PRINCIPAL AND SECONDARY CLASSIFICATION,
	REGISTRATION DATES, ALSO DATE PLACED ON PROJECT ON REVERSE
	SIDE APPEARS DATE RECEIVED INTHE DEPARTMENT OF PUBLIC WELFARE.

Whether record is known to have been kept earlier than dates shown in item 2) **NOTE:-THESE RECORDS WERE DISCONTINUED IN YEAR 1936 AND NOW FOR REFERENCE PURPOSES ONLY.** **SECONDS WERE DISCONTINUED IN YEAR 1936 AND NOW ITEM 2001 AND NOW ITEM 20	6. Contents—continued	·		# # P	<u>.</u>
Arrangement ALPHABET/CALLY By NAME OF HEPLICHIST (Chromodyteally—by what? Numerically—by what? Alphabetically—by what?) Indexing NOME (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that for title and identification number?) Writing HALDWRITTEN ON TRANTED CARDS (Randwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed. Printed. Photostat. Other. Give months and years covered by each kind of writing? Size OF STEELFILE TRANKERS 4/4" X 5/4" X 16 HVERREE 1200 CHR (Of record or container. Height, width, thickness or depth. Average number of magas or documents). PER DRAWER Location by dates and quantities 1935-1936-11-STEELFILE DRAWERS LOCAT. (Room, want, well—N. E. S. W., section, bin, shelf, cabinet, on floor) NERR WEST WHILL OF RECORD ROOM IN DRESEMENT COMMITTION. (Condition of record if not rood. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) NOTE: THESE RECORDS WERE DISCONTINUED IN YERRIP36 SHIR NOR FOR REFERENCE PURPOSES CONSY. (Couldidar)					٠.
Arrangement HLPHREET CARLY By NAME OF HPALGRAY (Cherocologicalls—by what? Numerically—by what? Alphabetically—by what?) Indexing (Self-combined—describe what it shows. If separate, fill out a form for it, and place cross reference here to that for title and identification number) Writing HANDHRITEN ON PRINTED CARDS (Randwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed Printed. Photostat. Other. Give months and years covered by each kind of writing) Size OF STEEL FILE DRANKESS 4/4" x 5/4" x 1/4 AVERAGE 1200 CAR (Of record or container. Height, width, thickness or depth. Average number of pages or documents) PER DRAWER. Location by dates and quantities 1935-1934-11-STEEL FILE DRAWERS LOCATION. NEAR WEST WHALOF RECORD ROOM IN DRASMENT. Other information TEORD AND CONTAINERS FRE IN EXCELLENT CONDUTTON. (Condition of record if not sood. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) NOTE: THESE RECORDS WERE DISCONTINUED IN YEBRIGS AND NOR FOR REFERENCE FURPOSES ONLY. (Publisher)		` .	·		·
Arrangement ### Arrangement #### (Chronofogicalls—by what? Numerically—by what? Alphabetically—by what?) Indexing **None** (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that for title and identification number) Writing **Handwritten** ON **PRINTEN** CARDS** (Bandwritten** Blandwritten** Drinted form. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed Printed. Photostat. Other. Give months and years covered by each kind of writing) Size **OF** STEEL** FILE DRAWERS** 4.14" x 5.14" x 15. #WERRGE** 1200 CHR** (Of record or container. Height, width, thickness or depth. Average number of pages or documents) **PER** DRAWERS** Location by dates and quantities **1935-1936-11-STEEL** FILE DRAWERS** Location** Location** Location** Location** DRAWERS** Location** Location** Location** Location** Loca				. 	
Arrangement ALPHREETICALLY BY NAME OF APPLICANT (Chromologicall—by what? Numericall—by what? Alphabetically—by what?) Indexing NONE (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that for title and identification number) Writing HANDWRITTEN ON TRINTED CHRES (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed. Printed. Photostat. Other. Give months and years covered by each kind of writing) Size OF STEEL FIAR DRAWERS 4 1/4 " x 5 1/4" x 1/6 AVERAGE 1200 CHR. (Of record or container. Height, width, thickness or depth. Average number of pages or decuments). FER DRAWER. Location by dates and quantities 1/935-1/936-11-57EEL FIAE DRAWERS LOCATION. PROPERTY. (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) NEAR WEST WASH. OF RECORD ROOM IN BRISEMENT. Other information TEODED HAD CONTAINERS REE IN EXCELLENT CONDITION. (Condition of record if not cood. Relation to other records. Information on prior, subsequent, or similar rewind the record is known to have been kept earlier than dates shown in item 2) NOTE:—THESE RECORDS WERE DISCONTINUED IN YERRIPSE AND NOW FOR REFERENCE PURPOSES ONLY. (For use in Florida.) Early imprints (Author) (Publisher)				·	
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that for title and identification number) Writing HANDWRITTEN ON PRINTED CARKS (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed Printed. Photostat. Other. Give months and years covered by each kind of writing) Size OF STEEL FILE DRAWERS 4'\4'' x \ 5'\4'' x \ 1' \ A'' x \ 1'' \ A'' \ 1'' \ A'' \ 1''' \ 1'' \ 1'' \ 1''' \ 1''' \ 1'''' \ 1'''''' \ 1''''''''					
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that for title and identification number) Writing			•		at:)
Writing HANDWRITTEN ON PRINTED CARES (Handwritten, Handwritten printed form, Handwritten printed head. Typed. Typed printed form, Typed printed Printed. Photostat. Other. Give months and years covered by each kind of writing) Size OF STEEL FILE DRIWERS 4'/4" x 5/4" x 16 RVERAGE 1200 CHR. (Of record or container. Height, width, thickness or depth. Average number of pages or documents) PER DRIWER. Location by dates and quantities /935-1936-11-STEEL FILE DRIWERS LOCATION (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) NEAR WEST WALL OF RECORD ROOM IN BRISHMENT. Other information TECORD RAD CANTAINERS ARE IN EXCELLENT COMMITTION. (Condition of record if not cood. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) NOTE: - THESE RECORDS WERE DISCONTINUED IN YEAR1936 AND NOR FOR REFERENCE PURPOSES ONLY. (For use in Florida.) Early imprints (Author) (Publisher)	(Self-containe	d—describe what it shows. If s	eparate, fill out a form for it	, and place cross refere	nce here to that form by
Printed. Photostat. Other. Give months and years covered by each kind of writing) Size OF STEEL FILE URRWERS 4' 4" x 5' 4" x 1/2 HVERRGE 1200 CHR. (Of record or container. Height, width, thickness or depth. Average number of pages or documents) PER URRWERS Location by dates and quantities 935-1936-11- STEEL FILE URRWERS LOCATION NO. NO. NO. NO. NO. NO. NO. NO. NO. N	title and identification num	lber)	·		4
Size OF STEEL FIE DRAWERS 4 4 X 5 /4 X 16 AVERAGE 1200 CAR (Of record or container. Height, width, thickness or depth. Average number of pages or documents) PER DRAWER: Location by dates and quantities /935-/936 = 11- STEEL FILE DRAWERS LOCAT. (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) NEAR WEST WALL OF RECORD ROOM IN DISSEMENT: Other information TEORD HAD CONTAINERS ARE IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) NOTE: - THESE RECORDS WERE DISCONTINUED IN YEAR 1936 AND NOW FOR REFERENCE PURPOSES ONLY. (Publisher)	. Writing HANDY	PRITEN ON PRIN	TED CARDS Handwritten printed head. 7	Typed. Typed printed fo	rm. Typed printed head
PER DRAWERS Location by dates and quantities /935-1936 - 11- STEEL FILE DRAWERS LOCATION (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) NEAR WEST WALL OF RECORD ROOM IN BASEMENT: Other information RECORD RAD CONTHINERS ARE IN EXCELLENT CONDITION. (Condition of record if not wood. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) NOTE: - THESE RECORDS WERE DISCONTINUED IN YEAR 1936 HAD NOW FOR REFERENCE PURPOSES ONLY. (For use in Florida.) Early imprints (Author) (Publisher)	Printed. Photostat. Other	. Give months and years covered	by each kind of writing)	······································	
PER DRAWER: Location by dates and quantities /935-1936 - 11- STEEL FILE DRAWERS LOCATION. (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) NEAR WEST WHILL OF RECORD ROOM IN BASEMENT: Other information RECORD RAD CONTHINERS ARE IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) NOTE: - THESE RECORDS WERE DISCONTINUED IN YEAR 1936 HAD NOW FOR REFERENCE PURPOSES ONLY. (For use in Florida.) Early imprints (Author) (Publisher)	Size OF STEE	FILE DRAWERS	4'/4" x 5'/4" x 1	L AVERAGE	1200 CARDS
Location by dates and quantities /935-/936 - //- STEEL FILE DRAWERS LOCAT. (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) NEAR NEST WALL OF RECORD ROOM //N BASEMENT: Other information RECORD RAD CONTHINERS FRE IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) NOTE: - THESE RECORDS WERE DISCONTINUED IN YEAR 1936 FIND NOW FOR REFERENCE PURPOSES ONLY. (For use in Florida.) Early imprints (Author) (Publisher)	. (Of	record or container. Height, wid	th, thickness or depth. Averag	e number of pages or doc	uments)
Location by dates and quantities 1935-1936 - 11- STEEL FILE DRAWERS LOCAT. (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) NEAR WEST WALL OF RECORD ROOM IN BASEMENT: Other information RECORD AND CONTRINERS ARE IN EXCELLENT CONDITION. (Condition of record if not wood. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) NOTE: - THESE RECORDS WERE DISCONTINUED IN YEAR 1936 AND NOW FOR REFERENCE PURPOSES ONLY. (For use in Florida.) Early imprints (Author) (Publisher)			PER DRA	WER .	·
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(Author) (Publisher)	(For use in Florida.)	Early imprints			
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CAPPLICANT'S IDENTIFICATION CARD-RELIEF AND NON-RELIEF CLIENTS-AS ISSUED BY U.S. TIEPARTMENT)

11-STEEL FILE TRAWERS LABELED AS FOLLOWS:-

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WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Leave this space blank)

	City on town				
	City or town				
Agency or department					
Bureau		·			
Name of other owner, if any	·	_ :			
Name of building					
Traine of building	(Street addres	s)			
1. Item or items	(Paintings, etchings, drawings, statues, et	tc.)			
2. Title or subject					
0					
(Number of items)	(Date or dates)	(Size or sizes)			
-	ramed (), marble (), bronze ().				
6 Artist	(Publisher or engraver)				
7. Location	(Rooms and vaults, corridors, parks, etc.)				
8. Other information		·			
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12-6-38

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

Gounty BRITIMORE CITY. State MARYLAND.
Name of agency or office DEPARTMENT OF PUBLIC WELFARE
(Office of custody) (Office which made the record, if different) Address of office of custody 327 St. Phul Place
BASEMENT — RECORD ROOM [Name of building, room number, street address)
1. Title CLOSED FILE
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities (CASE HISTORY RECORDS)
or both) 2. Dates. 1933
(Earliest and latest dates; missing dates. Show exact date of breaks) 3. Quantity 506-STEEL FILE DRAWE/RS
(Number of volumes; file drawers; file boxes; bundles; other) SEE ADDENDA SHEETS 4. Labeling AS SHOWN ON LINE I - WITH INCLUSIVE LETTERING I LIST OF DRAWERS (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTRINING CLOSED CASE HISTORY RECORDS OF PERSONS HAVING RECEIVED (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
THE DEPARTMENT OF PUBLIC WELFARE; INCLUDING INTERVIEW their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
APPLICATION BLANKS GIVING FULL HISTORY OF APPLICANT. SOCIAL WORKER'S each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
INVESTIGATION HISTORY OF APPLICANT, CASE HISTORY RECORD, CORRESPONDED
RELATIVE TO THE FURNISHING OF WEARING APPAREL, COMMODITIES AND OTHER
ARTICLES, ALSO RENT NOTIFICATIONS, CORRESPONDENCE RELATING TO WORK
ASSIGNMENTS; MEDICAL REPORTS, APPLICATIONS FOR TELIEF, REPORTS OF
PREVIOUS EMPLOYMENT, REQUESTS FOR POLICE INFORMATION, REPORTS

6.	Contents—continued AS To CUT -OF	ffs, Record of B	UDGET ALLOWANCES AND
	REPORTS, ASSIGNMENTS AND IL	ENTIFICATION FOR	WORK, RECORD OF
	INSURRACE CARRIED, IF ANY, RE	GISTRATION CARD F	ROM NATIONAL RE-
	EMPLOYMENT SERVICE AND CER	TIFICATION OF ELI	GIBILITY FOR WORK
7.	Arrangement ALPHABETICALLY Z	By NAME OF RPPL by what? Numerically—by what? Al	/CANT
	Indexing NONE		place cross reference bere to that form by
	title and identification number)		·
9.	Writing HANDWRITTEN HAND TYPED (Handwritten Handwritten printed form	ON TRINTED HEARS Handwritten printed head. Typed.	PRINTED FORMS AND PLAIN Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered		4
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13.	(For use in Florida.) Early imprints	(Author)	(Publisher)
	(Place of publication)		(D.A. A. All
	(r ace of publication)		(Date of publication)

CLOSE FILE

ALBANA

FLMENUS

ALLEN (KENNETH)

AMBROSE (JOHN

FINITERSON (BENT)

ANDERSON(LEACH)

ANDREWS (PHILIP)

APOSTOL (MIKE)

BAER (HERMAN)

BAILEY (JAMES)

BAKER (WILLIAM)

BALLARD (LENA)

BANKS (MILES)

BARNES (FRANK)

BEAGH (WOODROW)

BELCHNER CLEO)

BELSCHNER (PAUL)

BERGER (ISAAC)

BARCDARES

BAROCH

BASCIANO

BAKER (HARRY-JENNIE)

ARMETTO

ARNOLD

ASKINS

AUTRY

ALGER

LIST OF DRAWERS LABELED AS FOLLOWS :_

HAMON ADAMS (CLARENCE)-

AL BANESE

ALMONI.

APPEL

FLI

80

ADDISON (NATHAN)

ALLEN (LATIMORE)

AMBROSE (JOSEPH) ANDERSON (BERNARD). ANJERSON (LEE)

FINDREWS (REDMOND) -

ARMIGER ARO ASPANTA, AUTS

BAER (JOSEPH) BRILEY (JOHN) BAKER (HARRY-MYRTA)-BAKER (WILLIE) BALLARD (PERCY)

BANKS (PAUL) BARCLAY

BARNE'S (FRED) BAROFF BASEHART

BAUER (EARNEST) BEACHAM BECK (GEO.)

BELCHNER (PAUL) -BELSKNER (JOHN) -

BENNETT (STEWART-EDITH)-BERGER (TACOB) -BERTHOLOT (FRED) -BICHANICH -

BISHOP (Jos. - ELIZ) BISHOP (JOS. - NETTE)-BLAIR (CLARENCE) BLAIR (CORNELIUS-CHTHERINE)-BLEY (RAYMOND-SADIE) BLICKENSTAFF BLUMBERG (MEYER -IDA) BLUMENFIELD (BERNARD-MARIE) BOKMAN (JHO-EVELYN)

ATIAM (CHARLES) BOLAN (HO'L BROOK-GERTRUDE)-BONEY (ROGER-Y) HIDISON (LEONARD) BONGIOVANO (CHAS.-MARO) - BORCHERS (JOHN-MARTIN BORDENSKI (TOS.-MARIE) - BOTHOFF (WIL MINNIE)

BOTKINS (BERNARD-MARG) BOWIE (EARNEST - ELIZ.) BOWIE - BOYD (NORMAN) BOYD (PHILIP) - BRANDON (ROBERTA) BRANDSHAW (AARON) BRANIGAN (JAMES) BRANNON (FRANCIS) BRECHT (WILLIAM) BRECKEL (TNO) - BRITIGE CHENRY)

BRIDGE (PAUL) -BRITTINGHAM (WILLIAM) BRITTNER (RICHART)-BROOKS (ARYILLE)
BROOKS (BEATRICE) - BROOKS CCHARLOTTE)
DROOKS (WILLEMMANNE)-BROWN (CHAS. - ELIZ.) BROWN (CHAS.-EMMA) - BROWN (FREDERICK) BROWN (GABRIEL) - BROWN (JAMES - JENNIE) BROWN (JAMES-LILLIE) - BROWN (LILLIE) BROWN (LONNIE) - BROWN (SAM. - HATTIE)

BROWN (SAM. - LOTTIE) - BROWN (NT - INEZ) BROWN (WM-TENNIE)- BUNSON (MELVIN) BRUNSON (NATHAN) - BUCHER (MORRIS) BUCHANA (CHAS.) - BUISE (CHAS.) BUKOWSKAUS(Jos.) - BURDYCH (JOHN) BUREL (SAMUEL) - BURKHARDT (ISABORE) BURKHARIT (JOHN) - BURNS (THOMAS)

BURNS (VERNON) - BURY (PETER) BUSCEMI (GUISEPPI) - BUTIER (ERESTINE) BUTLER (FOLEY) - BUTLER (WM-LUCY) BUTLER (WM. -MABEL) - BZEZINSKÍ (JOS.) CABNESS (CLAIBORNE) - CALLOWRY (FRANK) BRUER CHAS.-CECELIA CALLO -CAMPBELL (JOHN) CAMPBELL (JOSEPH) CANELOS

BECK (FRED. - JEANETTE) CANESTRARO CRBONAR CARBONE CARNES CARNEVALE -CARRINGTON BENNETT (STEWART-EDNA) CARRO (MARIE) - CARTER CCHARLES) CHRTER (CHESTER)-CARTER (LYCTAN)

BERTHOLDT (CHAS - ELIZ) CARTER (MAJOR)-CASCIO (VINCENT) CASE CAULK CAUROURAS - CHAIT CHALK (ALBERT)-CHANEY (JAMES)

CHANEY (TESSIE)-CHASE (CLARENCE) CHASE (EDWARD) -CHENWORTH (HARRIET) CHERIGOS - CHINCARINI.

LIST OF DRAWERS LABELER AS FOLLOWS: CHINN - CIAURI Donnelley (EDWARD)_ Torsey (Frank) CICCHIETTI (RNGELO) - CLARK (ELIZAH) CLARK (ELMER)

- CLARK (WILBUR) - CLAYTON (CHARLES)

CLARK (WM.) CLAYTON CDAVID) CLOTHISH (PAUL)

CLOUD COFER COFFAY COHENS

COKER (GEORGE) COLE (THERESA)

COLE (THOMAS) COLEMAN (WM-ETHEL COLEMAN (WY-TULIA) - COLLINS (GORDON)

COLLINS (HARRY) - Commos (PETER) COMMADORE (ARTHUR)- CONRAD (ELMER)

CONRAD (FRANK) COOK (BENT.) COOK (GHARLES) COOKE (ROBT.) COOKERLY COOPER (STEWART)

COOPER (THOMAS) CORNELL CORNICK COTHAN. COTHORN CO VERT.

COVEY.

CRAGG

CRAWL.

CROCKETT

CRAFTON CRAWFORD

CROCKET CROSS (TAMES)

CROSS (JOHN) CUBBAGE CUNNINGHAM (THOMAS) CUCCHIELLA CUNNINGHAM (WALTER) - CURTIS (ROLAND)

CURTIS (SAM) - DAFFIN - DANIEL DAFINA

- DARNELL DANIELLO - DAVIES DARONE

- DAVIS (HARRY) DAVIS - BAVIS (Louis) DAVIS (HAME) - IAVIS (WM- LULA)

DAVIS (LUKE) Davis (WM-MAMMIE) - UAY

- DECKELMAN DAYE DELCHER JECKER

DELCIELLO DENEAL. DERUSA DENEKE

DE WERT DERR TE WITT DIETMAN

- DILLAERD (EDWARD) DIETRICK DILLARD (GORDON) -

DOCKING (WM) DIVA (SALVATOR) -DOCKS (EDWARD) -DONELLA (JOHN)

DORSEY (GEORGE) -DOUGHERTY (TOHN) Doyle (JOHN) DOUGHERTY (TOSEPH) -

DUBICKI (FINTONI) DoyLE (JOSEPH) DUMLER (HARRY) Dubiel (Joseph) JUPREE (TOBIN) DUMMOODIE (ALEX.)

- IZIWANOWSKI (BRONISLAW) DUPREE (WILSON) ECKELS (PETER) ERBDIE (FRAZIER)

_ EDWARDS (MICHAEL ECKENRODE (Jos.) EDWARDS (NATHARIEL) - ELEY (WILLIE)

ELFREY (GEORGE) - ELLBROAD (ARCHIE) ELLSON (FRANK) -ENNISS (MATTIE)

ENNOLS (EDWARD) - ESCHRICH (JOHN) ESCOLOPIO (ANDREW) - EVANS (MORTON)

EVANS (NATHANIEL) - EZORSKY (MORRIS) - FARLEY (WILLIAM) FABER (CHARLES) - FEEHLY (FRANCIS) FARLOW (CHARLES)

- FERGUSON (ELLA) FEELEY (THO.) FERGUSON(FERNANDO) - FIELDS (OSCAR)

FIELDS (RAYMOND) - FINNEY (HOMARD) FINNEY (JAMES) - FISHER (JNO) FISHER (TOSEPH) - FITZ PATRICK (WILLIAM)

FITZS'IMMONS (TAMES) - FLETCHER (DEWEY) FLETCHER (EARL) - FOARD (DANIEL)

FOARD (EDWIN) - FORD (CHARLES) FORTI (CHESTER) - FORNVILLE (HUGHS) FORREST (CAMELIA) - FOULTZ (FIIWARI)

FOUNTAIN (CHAS) - FRALEY (ROBERT) FRALING-CMATTHEW)- FRANKLIN (ROBERT) FRANKLIN (WALTER) - FREEBERGER (WILLIAM)

FREEDLAND (MAX) - FRIED (MAURICE)

"Closed Files"

contd from sheet 2. Friedel (Conrad)-Fuhrmon (Geo) Fuhrmoncek (Edward) - Fyfe (James) Gabbins (Chas.) - Gallmeyer (Louis) Gollo (Dominick) - Gordner (Juhus) Gardner (Lee) - Garrity (Scott) Garrity (William) - Gay beard (Joseph) Gayles (Ollie) - George (Eugene) George (Frank) - Getner (Jacob) Getner (Margaret) - Gibson (William) Giddens (Earl) - Gillis (William) Gillisom (Timothy) - Glaser (houis) Glasgow (Hillory) - Gaitz (Jacob) Geatz (Lowrence) - Goldstein (Benjamin) Goldstein (David) - Goodman (Rayfield) Goodman (Waverly) - Gorski (William) Gorsuch (Brenten) - Grafton (Raymond) Graham (Albert) - Gravenstein (Walter)
GRAVES (BERNARD) - GRAY (WALTER)
Gray (William) - Green (Doxie) Green (Eddie) - Green (Melvin) Green (Milton) - Greenleaf (John) Greenlee (Odem) - Griffin (Janie) Griffin (Jeremiah) - Grimm (Howard) Grimm (Jesse) - Gross (Warren) Gross (William) - Guins (Erving) Gulbin (Harry) - Gwynn (Raymond)

10.	Size(Height, width, and thickness, and average number of pages, by uniform groups)
	(Height, width, and thickness, and average number of pages, by uniform groups)
11.	Location by dates and volume numbers (Buildings and rooms or vaults)
	(Buildings and rooms or vaults)
12.	Subtitle divisions by dates and volume numbers
13.	Other information
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	U.S. GOVERNMENT PRINTING OFFICE 16—4054

"Closed Files"

continued from sheet 3 Hoag (Andrew) - Hairstone (James) Haislip (Harry) - Hall (John - Rose) Hall (John-Sadie) - Hamilton (Archie) Hamilton (Berlin) - Hampton (Richard) Hampton (Sanford) - Hansley (William) Hanson (Albert) - Hardy (Spencer) Hardy (Thomas) - Harr (Raymond) Harrel (James) - Harris (Greer) Harris (Harry) - Harris (Rosella) Harris (Sam) - Harrison (Stephen) Harris (Perry) - Harboth (John) Horvey (Alfred) - Houpt (George) Haupt (Henry) - Hayden (Walter) Hoyes (Albert) - Heoley (William) Healy (Ambrose) - Height (Leon) Heightington (David) - Henderson (James) Henderson (John) - Henry (Hughlett) Henry (James) - Herfel (George) Herfurth (Charles) - Hesson (Vera) Hester (Benjamin) - Higdon (William) Higgin (Lawrence) - Hill (John - Irene) Hill (John-Jennie) - Hines (Herbert) Hines (Jomes) - Hobbs (Robert) Hobbs (Sam) - Hoffman (Herman) Hoffman (Jacob) - Holiday (Chas) Holien (James) - Holly (Eloise)

Cont. on sheet 5

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	U.S. GOVERNMENT PRINTING OFFICE 16—4954	

contd from sheet 4 Holly (Eugenia) - Holt (Jessie) Holt (John) - Hooks (Lee) Hooper (Alfred) - Horne (Walter) Horner (Andrew) - Hausley (John) Hauston (Chos.) - Howard (Thomas) Howard (Valentine) - Huber (John) Huber (Joseph) - Huges (Gilmore) Huges (James) - Hunt (Milton) Hunt (Ohlen) - Hutcheson (Mary) Hutchins (Arthur) - Ichniewski (Michael) Ichnioski (Ferndinand) - Ittner (Paul) Itzikoff (Harry) - Jackson (Ezekial) Jackson (Fleming) - Jackson (Lottie) Jackson (Louis) - Jackson (William-Mortha) Jackson (William-Mary) - James (Benjamin) James (Chas.) - Jormer (Kurt) Jaroski (John) - Jefferies (Herbert) Jefferies (James) - Jenkins (Samuel) Jenkins (Thomas) - Johenning (Lottie) John (Cardinal) - Johnson (Chas. - Jennie) Johnson (Chas.-Lena) - Johnson (Elmer-Hazel) Johnson (Elmer-Lois) - Johnson (Harry-Lena) Johnson (Harry-Mobel) - Johnson (Jomes-Mary) Johnson (James-Minnie) - Johnson (Levi) Johnson (Lewis) - Johnson (Richard) Johnson (Robert) - Johnson (Thomas)

Cont. on sheet 6

			
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"Closed Files"

Contd. from sheet 5 Johnson (Tilghman) - Johnson (William - Mary) Johnson (William-Mary) - Jones (Chas. - Jessie) Jones (Chas.-Lillie) - Jones (Fred-Ethel) Jones (Fred-Hildo) - Jones (James - Ida) Jones (James-Louise) - Jones (Lynal) Jones (McKinley) - Jones (Stonley) Jones (Stephen) - Jones (Winston) Jones (Zadiett) - Joynes (William) Jrimons (John) - Kalafas (Sam) Kolal (Frank) - Karaska (Jack Karavedus (Harry) - Kearins (Joseph) Keorney (Benny) - Keiles (William) Keilholtz (Chas) - Kelly (Chas.) Kelly (Doniel) - Kendoll (Edwin) Kendall (George) - Kermish (Philip) Kern (Adam) - Kidwell (Earl) Ridwell (Henry) - King (Grant) King (Harry) - Kirby (John) Kirby (Joseph) - Kiwaki (Alex.) Kloburner (Roymond) - Kluge (Thorwold). Kluzel (Chasi) - Knox (Curley) Knox (Douglas) - Romalsky (Michael) Komarowski (Anthony) - Kourt (Andrew) Kouten (Mike) - Kromer (Louis) Kromer (Meyer) - Kreski (John) Kress (Henry) - Krzyzanowski (Peter)

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	U.S. GOVERNMENT PRINTING OFFICE 18-4054	

"Closed Files"

continued from sheet 6. Kuba (Andrew) - Kutrich (Henry) Kutrick (Cyril) - Lalumern (Albert) Lam (Dore) - Lone (Fred) Lane (George) - Lonteri (Michael) Lontz (Louis) - Louentein (Karl) Louer (Andrew) - Loymon (Wolter) Loyne (Walter) - Le Compte (William) Le Cows (Freddie) - Lee (Philis) Lee (Roleigh) - Leidleick (Frederick) Leight (Edmond) - Leonard (Joseph) Leonard (Kennord) - Levin (Isreal) Levin (Joseph) - Levin (Edward) Lewis (Edwin) - Lewis (Nevon) Lewis (Olner) - Liedlich (George) Liemon (Mox) - Linnell (David) Lins (Chas.) - Little (Henry) Little (James) - Lockner (John) Locks (James) - Long (Gardner) Long (George) - Love (William) Loveday (Delia) - Lucas (Frank) Lucas (George) - Luttrell (George) Lutto (Edwin) - Lyttle (Robert) McAbee(Allen) - McCart (Joseph) McCarter(Dolphus) - McCodgan (Arthur) McCallam(Howard)-McCroy(James) McCubbin (Groyson) - McDonald (Thomas)

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			6—4954	

continued from sheet 7 McDonald (Valentine) - McGinnis (William) McGinnis (Wilmer) - McKoy (William) McKean (William) - McLeod (Wolter) McLewee (Robert) - McQuay (Irving) McQuay (Nellie) - Mack (William) Mock (Wilson) - Modison (Wilson) Modkins (William) - Molambre (Roy) Malan (Milton) - Mann (Addison) Monn (Archie) - Mariani (Michael) Marine (John) - Marshall (Corter) Morshall (Charles) - Mortin (Calvin) Martin (Charles) - Martin (William-Lottie) Martin (William - Mary) - Mason (Ruth) Mason (Sloan) - Motis (John) Mothins (Frank) - Mothews (William-Mildred) Matthews (William - Priscilla) - Mays (William) Mayola (Lorry) - Meeks (William) Meerddter (George) - Mensh (Jacob) Mentis (Peter) - Messina (Steve) Messineo (Frank) - Mecharles (Charles) Michaels (Charles) - Miles (Ernest) Miles (Frank) - Miller (Charles) Miller (Chester) - Miller (Joe) Miller (John) - Miller (Theresa) Miller (Thomas) - Mills (William) Millstein (Abroham) - Mitchell (Brodie)

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13.	Other information
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	U. S. GOVERNMENT PRINTING OFFICE 16—4054

Continued from sheet 8. Mitchell (Carl) - Mitchell (Virginia) Mitchell (Walter) - Monastero (Giuseppe) Monoth (Margaret) - Montley (George) Montone (Anthony) Moore (Elmer) Moore (Ernest) - Moore (William-Ethel) Moore (William-Iva) - Morgan (Vernon) Morgan (Walter) - Morrison (John) Morrison (Johnson) - Moss (George) Moss (Henry) - Muir (George) Muir (Roland) - Murley (John) Murphy (Addie) - Murray (John) Murray (Joseph) - Myers (John) Myers (Joseph) - Nash (Herman) Nash (Howard) - Neenan (Thos.) Neff (Ernest) - Neubig (John) Neuberger (Sidney) - Niccoli (Jack) Nice (Edward) - Nitzki (Joseph) Nixon (Albert) - Norjen (Clinton) Norko (Felix) - Novotny (William) Nowak (Casiner) - Ochs (Paul) O'Connel (Joseph) - O'Leary (Victor) Olecsick (John) - Opie (William) Opolko (Constantine) - Ostrowski (Walter) O'Sullivan (Edward) - Ozman (William) Pabst (Henry) - Palmer (Howard) Palmer (James) - Parham (Herbert) Parham (James) - Parker (Rufus)

Cont. on sheet 10

10.	Size
	(Height, width, and thickness, and average number of pages, by uniform groups)
11.	Location by dates and volume numbers
	(Buildings and rooms, or vaults)
	·
12.	Subtitle divisions by dates and volume numbers
	·
	•
13	Other information
	U. S. GOVERNMENT PRINTING OFFICE 16-4054

```
"Closed Files"
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Continued from sheet 9. Parker (Somuel) - Parrish (Howard) Parrish (James) - Patterson (Beatrice) Patterson (Chas.) - Payne (Isabelle) Payne (James) - Peczerycia (Basil) Peddcord (Albert) - Tensmith (Edward) Penta (Wm.) - Perry (Roy) Perry (Sam) - Petrulionis (Joseph) Petrush (Joseph) - Phelps (Jomes) Phelps (John) - Phipps (John) Phipp's (Mortin) - Pindell (Wm.) Pinder (Chester) - Pitts (Jefferson) Pitts (John) - Poe (James) Poe (Roland) - Poole (Julius) Poole (Lott) - Pott (Henricus) Potter(Chas)-Powell (Richard) Powell (Robert) - Pretty (George) Prettymon (Archie) - Prince (Fred) Prince (George) - Pugh (Blaine) Pugh (Colvin) - Pzylysky (Andrew) Quade (Frank) - Quoss (Fred) Raab (Edwin) - Raleigh (William) Roley (Joseph) - Rapisardi (Ignacio) Rapp (Chas.) - Raymon (Lewis) Raymond (Alex) - Reding (Aaron) Redmon (Chos.) - Reed (William) Reeder (Albert) - Reif (John)

10.	Size
	(Height, width, and thickness, and average number of pages, by uniform groups)
11.	Location by dates and volume numbers (Buildings and rooms or vaults)
	·
	·
	Subtitle divisions by dates and volume numbers
- -	
	
13.	Other information
-	•••••••••••••••••••••••••••••••••••••••
- -	
	U. S. GOVERNMENT PRINTING OFFICE 16—4054

"Closed Files"

continued from sheet 10. Reifner (Frederick) - Rittmon (Chas.) Retz (Adolf) - Riccobane (Joseph) Rice (Addison) - Richardson (Clyde) Richardson (Daniel) - Riddell (Eugene) Riddick (Jake) - Piley (Frank) Piley (George) - Pitter (Henry) Pitter (Howard) - Roberts (Isaioh) Roberts (James) - Robinson (Charles) Robinson (Chester) - Robinson (John-Elise) Robinson (John-Ethel) - Robinson (William-Katie) Robinson (William-Lena) - Rogers (Chas.) Roders (Christian) - Rollins (Frank) Rollins (George) - Rosen (Horry) Rosen (Louise) - Ross (Frank) Ross (George) - Rousby (James) Rouse (Chasi) - Ruby (Grayson) Ruby (Harry) - Rupert (Kenneth) Rupp (Andrew) - Ruta (Joseph) Ruth (Benjamin) - Rzephowski (Ignotius) St. Clair (Edward) - Sokowski (John) Saks (Not) - Sanderlan (William) Sanders (Amos) - Sanchiapone (Alfred) Sogkin (Jocob) - Sounders (Wilbur) Sounders (William) - Scanland (Alonzo) Scanlon (Doniel) - Schalitzky (John) Schall (Alex) - Scherr (Isareal)

10 Sizo	
10. Size (Height, width, and thickness, and	
	·
11. Location by dates and volume numbers	(Ruildings and rooms or vaults)
	(Suridings and 100ms of Values)
·	·
	·
12. Subtitle divisions by dates and volume numbers	
	·
	·
	
13. Other information	
	·
	·
	·
	-
	
	
U.S. GOVERNMENT PRINTI	NG OFFICE 16-4954

continued from sheet 11. Scherr (Jonas) - Schmidl (William) Schmidt(Adam) - Schockett (Harry) Schoeberlin (Henry) - Schuchmen (Robert) Schuch (George) - Schwartz (Edward) Schwartz (Elmer) - Scott (Felix) Scott (Frank) - Scott (Rufus) Scott(Sam) - Seaton(Susan) Seawoll (Leroy). Seldemridge (Charles) Seldon (Normon) - Settles (Thomas) Setzer (Ike) - Shonohan (Timothy) Shane (Frank) - Shayte (Benjamin) Sheo (George) - Sheppard (James) Sheppard (John) - Shinnick (C. Webster) Shipe (Clarence) - Short (Napoleon) Short (Peter) - Siebert (George) Siebert (John) - Simord (Charles) Simeon(Fred) - Simms (Wolter) Simms (William) - Singer (Meyer) Singer (Morris) - Skinner (William Shipper (Charles) - Sloan (Zealier) Sloat (Clarence) - Smialkowski (Wolter) Smick (Frank) - Smith (Frank-Azanora) Smith (Chas. - Bertha) - Smith (Edw. - Hannah) Smith (Edw. - Irene) - Smith (Geo. - Martho) Smith (James-Carrie) - Smith (Jonah)

Smith (Joseph) - Smith (Norton

Cont. on sheet 13.

10 6			
10. Size(Height,	width, and thickness, and average num	ber of pages, by uniform groups)	
11. Location by dates and volume num	mbers	/Duildings and sooms as soulte)	
·	·		
12. Subtitle divisions by dates and vo	lume numbers		
			
			
			·
13. Other information			
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	U.S. GOVERNMENT PRINTING OFFICE	16—4054	·
		AV AUJE	

"Closed Files"

continued from sheet 12. Smith (Ollie) - Smith (Travers) Smith (Ulysses) - Smith (William) Smith (Willie) - Snowden (James) Snowden (John) - Spellner (Mortha) Sofar (James) - Soustak (Joseph) Souters (Ignatius) - Spellmon (Joseph) Spence (Clinton) - Spindler (William) Spinicchio (Joseph) - Spruel (Owen) Spruel (Charles) - Stampone (Louis) Standback (Arthur) - Stansburry (Gilbert) Stansburry (Harry) - Stavares (Harry) Stavely (Rhyney) - Steinemen (Benjamin) Steiner (Louis) - Stevens (Joseph) Stevens (Levin) - Stewart (George-Kosta) Stewart (George-Marion - Stiff (Thad.)

10.	Size(Height, width, and thickness, and average number of pages, by uniform groups)
	(Height, width, and thickness, and average number of pages, by uniform groups)
	Location by dates and volume numbers (Buildings and rooms or vaults)
	(Buildings and rooms or vaults)
	Subtitle divisions by dates and volume numbers
	·
	•
	Other information
	·
	<u> </u>
	U. S. GOVERNMENT PRINTING OFFICE 16—4954

contd. from sheet 13. "CLOSE FILES" Sheet14 LABELED AS FOLLOWS = WITH INCLUSIVE WETTERING STIFFER (JOHN) WEINER (WALTER) WEDGE (RUSSELL) STOKES (SPRUNT) STREAMS (WALTER) WELLS (GROVER) STOKES (THEO) WINFELD (TOSEPH) WEST (ALONZO) WELLS (HARRY) STREATER (FOSTER) STUBEL (JOHN) WHEATZEY (AMOS) STUCK (ETHEL) WEST (ANNIE) SULLIVAN (JAMES) WHITE (CHAS-FANNIE) WHEATLEY (ANDREW) SUSSAN (WILLIAM) SULLIVAN (JOHN) WHITE (TOS-JULIA) WHITE (CHAS- GERT) SWIFT (TOHN-WINIFRED) SUSSKIN (SAM-ADA) WHITE (JOS-LILLIAN) WHITEFIELD (GEO) SWIFT (SYDNEY) Szymski (LAWRENCE) WICKS (JNO) TALLY (WILLIAM) TRAFE (TOHN) WHITEFORD (CHRS) TAMALAVIEZ (BRUNO) TAYLOR (CHAS-MARG.) WILDER (ZEFF) WICKS (LEON) TAYLOR (CHAS-MARY) TAYLOR (TAMES-WILHELMINA) WILLIARD WILDERSON TAYLOR (JEAN) THYLOR (WILLIARD) WILLIAMS (CHAS) TAYLOR (WILLIAM) TERRY (GEORGE) WILLEFORD (HARVEY) TERRY (HENRY) THOMAS (CHAS-HELEN) WILLIAMS (THO-HATTIE) WILLIAMS (HAROLD) THOMAS (JAS - MARY) THOMAS (CHAS-IDA) WILLIAMS (RAYMOND) THOMAS (ROSCOE) WILLIAMS (THO.-IOA) THOMAS (JAS.- MYRZE) THOMPSON (CLAUDE) Momits (Rufus) WILLING (RESLIE) WILLIAMS (READ) THOMPSON (PETER) THOM PSON (CORNELIUS) WILSON (EDNA) THORNTON CUSETY) WILLINGER (ELMER) THOMPSON (PHILLIP) TILLMAN (GEORGE) WILSON (INO.-MARY) THORNTON (WALTER) WILSON (ED.W) TOLSON (FRANK) WILSON (WILLIAM) TILLMAN (TOHN) WILSON (TNO-PANSY) TOWNSLEY (ROBERT) TOLSON (HOWARD) WILSON (WINNIE) WINSTON (JOHN) TREGOR (HARRY) TOWSON (BOTHWELL) WINSTON (LEROY) WISZGONSK (Jos) TRUETT (ROBERT) TREHEARN (ROBERT) WITCHERD (DAVID) WOLFE (JAMES) TUDOR TRUIT WOLFE (TNO) WOODEY (WM) TURNER (Jos) TUER (EUGENE) TYLER (ROBERT) WOODFOLK WOODY TURNER (FOSEPHINE) URBACIC (LOUIS) TYLER (SOLOMON) WOODYARD (CLEM) WRIGHT (DENNIS) VANDERBURG URBAN WRIGHT (EDDIE) WRIGHT (WIT-CARRIE) VELTON VANDERFORD WIANNUZZI (RAYMOND) WRIGHT (WIJ- EFFIE) 1175 VENABLE YANOK (MICHAEL) YOUNG (AIREY) WADDLE VITSATIAKIS YOUNG (JOS.) YOUNG (ALBERT) WAHL WADDY YOUNG (KENNETH) WALKER (JACK) ZAGBIA (STEPHENS) WAHLHAUPTER(WY) ZAHL (GEORGE) WALLACE (GEO) ZIEGLER (GEORGE) WALKER (JAS) WALTERS (ELVIN) ZIEGIER (HARRY) WALLACE (HARRY) Zywicki (PETER) WARD (GEORGE) WALTERS (FRANK) WARNER (CLINTON) WARD (GLADYS) WASHINGTON (GEO. ETHEL) WARNER (ERNEST) WASHINGTON (GEO.-FLORENCE) WATERS (FRANK) Total WATKINS (ROBT.) WATERS (GEO) 506 Drawers. WATTS (NORMAN) WATKINS (SAM) WEBB (TOSEPH) WATTS (PAUL) WEDEL (FRANK) WEBB (LEONARD)

(Date)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW/YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

-county-Baltimore City State Maryland
Name of agency or office Department of Public Welfare (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place - Cellar Record Room (Name of building, room number, street address)
1. Title "Closed Files" (Aid to Dependent Children -
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities Old Age Pension - Aid Te Blind)
2. Dates. 1930 ·
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 50 Steel file drowers
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling See addenda sheets-list of drawers as labeled. (Explain fully: years: numbers; letters: number of records so labeled)
N 1
5. Discontinued and missing records None (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Case history records of persons receiving (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
aid also of persons seeking aid from the Department their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
of Public Welfare including summary of forms in each should be given. Unless contents of these fecords are described by other Forms 12-13HR, such forms should be filled out and attached)
individual cases, under heading Aid to Dependent
Children, containing notification from the Baltimore
Social Service Exchange to the Department of Public
Welfore giving Police Department report and applications
for aid from other agencies; application for aid to
WPA Form 12-13HR—Revised (See reverse side) 16-6419

6.	Contents-continued dependent children; case history record;
	Social worker's record of investigations; correspondence
	pertaining to eligibility, employment, marital and family
	status, character references, establishing residence; supplemental
	relief record; aid to dependent children allowance cut off (line 12
7.	Arrangement Alph. by names of applicants (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
_	Indoving
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Typed on plain paper; printed head and printed forms; (Handwritten Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	Handwritten on plain paper, or instead head and printed forms. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of steel file drawer 11/2"x14"x26'2"
	(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	·
11.	Location by dates and quantities 1930 to date, so steel file drawers near (Room. vault, wall—N. E. S. W., section, bia, shelf, cabinet, on floor)
	north wall in Record Room (in cellar).
12.	Other information Records and equipment in excellent condition.
	(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	continued from line 6 me ticket; clothing orders; record of
	previous relief assistance obtained; birth reports; death
	reports. Summary of forms under headings Old Age
	Pension contain face sheet (identification record of applicant);
	case history of applicant; Social Service Exchange
	Identification (a record showing whether or not receiving aid
13.	(For use in Florida.) Early imprints (Continue on addenda sheet
	(Author) (Publisher)
	(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16-6419

"Closed Files" (Aid to Dependent Children- Old Age Pension- Aid Toblind)

Addenda sheet # 1

continued from line 12

from other agencies); application for general public assistance; references as to residence and physical disability of applicant; application for relief from Maryland Workshop for Blind; social worker's record of investigations; memoranda of case transferred from Maryland Workshop for Blind to Old Age Pension; marital status reports; birth reports; hospital dispensary reports; application for old age pension; physicians report on examination; death report.

Summary of forms under headings Assistance To Blind contain application for Public Assistance to the Needy Blind; face sheet (Identification record of applicant); case history record; application for relief from Maryland Workshop for Blind; report on application for blind assistance; Social Service Exchange Identification (a record showing whether or not receiving aid from other agencies); authorization for eye examination— Aid to Blind Program; physicians report on eye examination; State Supervising Ophtalmologist report on eye examination; State Supervising Ophtalmologist report on eye examination; Social Worker's report and summary of case; Assistance to Blind Cut Off Tichet; morital status report; birth report; Hospital Dispensary report; application for general public assistance; correspondence regarding residence, investigations and family status; death reports.

WPA Form 15HR

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936 HISTORICAL RECORDS SURVEY

(Leave this space blank)

THE MAPS AND PHOTOGRAPHS FORM

County	City or to	wn	· · · · · · · · · · · · · · · · · · ·
Agency or department		·	
Bureau		·	·
Name of other owner, if any	· 		
Name of building			·
-		(Stroot address)	
1. Item or items	(Ma	p or maps, photographs, etc.)	
2. Area covered, title, or subject			
·			·
9			
3. (Number of items or)	pages)	(Date or dates)	(Size or sizes)
photostat (), mounted () 5. If map, also indicate			(Type of map: Physical, political, etc.)
6. (Condition of wri	ting or other work)		(of paper, film, etc.)
7. (Artist, author, etc.)			
		•	
8. Location			
			······
	·		·
9. Other information			
*		TING 055195 30 4001	

Continued from line 4. List of file drawers labeled as follows.

Closed Files - A.D.C. - O.A.P. A.T.B.

Aaron - Aliff Allen - Boiley

Boker - Bell

Belsky-Boggs

Bohla - Briscoe

Britt- Browne

Brownley-Cairns

Calabrese - Charnitz

Chase - Colyer .

Combs-Crowner

Cruce - Deshields

Desmond - Duchon

Dudley - Ernst

Ervin-Flemister

Fletcher-Garey

Garland - Gorsuch .

Gorth - Grossmann

Grove - Harrington

Harris-Henichle

Henry-Holly

Holmes-Huttenberg

Hyatt - Jenkins

Jannings - Jolly

Jones - Kearney

Kearns-Knorr

Continue on sheet 2

	· · · · · · · · · · · · · · · · · · ·
10.	Size
	Size(Height, width, and thickness, and average number of pages, by uniform groups)
11.	Location by dates and volume numbers(Buildings and rooms or vaults)
	(Buildings and rooms or vaults)
<u>:</u>	
12.	Subtitle divisions by dates and volume numbers
	
	·
13.	Other information
	·
	N.S. GAVEDNUENT DRINTING OFFICE AG. (OC)

"Closed Files

7/5

Continued from addenda sheet Closed Files - A.D.C - O.A.P - A.T.B. Knott - Laszczak Lauer - Linton Lipp - McCotter McCoy-Marable Marbury- Meetins Meeks - Mitchell Mitchison-Mullen Muller - Norwood Nott - Piesinger Pellone - Powell Power- Redhead Redman-Roberts (John) Roberts (Kotie) - Ruffin Ruggles-Schonberger Schane- Seawall Lebour - Simpson Sinatro - Smith (Priscilla) Smith (Regino) - Stern Stevens-Tawney Taylor-Tolson Tomasen - Wagenfer Wagner - Wayson Weakley- Whye

Wichner- Winder

Windsor-Zwolinski A.D.C. = Aid to Dependent Children O.A.P. = Old Age Pensions A.T.B. = Aid To Blind

10.	Size
	(Height, width, and thickness, and average number of pages, by uniform groups)
11	Location by dates and relume much and
11.	Location by dates and volume numbers
	_ \\\
<u>-</u>	
	
12.	Subtitle divisions by dates and volume numbers
	44
•	
13.	Other information
	$oldsymbol{\cdot}$
	·
<u>-</u>	U.S. GOYERHMENT PRINTING OFFICE 16-4054
	O. O. OUTERIAMERI FRINCING OFFICE 16-4954

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

Boltimore City State Maryland
Name of agency or office Department of Public Welfare
Address of office of custody 327 St. Paul Place
(Name of building, room number, street address)
1. Title "Closed Files - O.T.I." (Out of Town Inquiries) (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. 1935 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 2 Steel Files drawers
4. Labeling See line 12 (Number of volumes; file drawers; file boxes; bundles; other)
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Correspondence relating to the transfer and (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
6. Contents Correspondence relating to the transfer and (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, circumstances involving the return of clients
6. Contents Correspondence relating to the transfer and (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, circumstances involving the return of clients their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by to Baltimore City including referrals to General each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
6. Contents Correspondence relating to the transfer and (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, circumstances involving the return of clients their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by to Baltimore City including referrals to General each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
6. Contents Correspondence relating to the transfer and (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, Circumstances involving the return of clients their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
6. Contents Correspondence relating to the transfer and (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, circumstances involving the return of clients their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by to Baltimore City including referrals to General each should be given. Unless contents of these records are described by other Formal-13HR, such forms should be filled out and attached) Public Assistance, Works Progress Administration; record of individual case to the Social Service Exchange for identification purposes; applications
6. Contents Correspondence relating to the transfer and (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. Circumstances involving the return of clients their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by to Baltimore City including referrals to General each should be given. Unless contents of these records are described by other Forms 2-13HR, such forms should be filled out and attached) Public Assistance, Works Progress Administration; record of individual case to the Social Service Exchange for identification purposes; applications for General Public Assistance; record of Intake inter-
6. Contents Correspondence relating to the transfer and (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, circumstances involving the return of clients their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by to Baltimore City including referrals to General each should be given. Unless contents of these records are described by other Formal-13HR, such forms should be filled out and attached) Public Assistance, Works Progress Administration; record of individual case to the Social Service Exchange for identification purposes; applications

	Contents-continued compensation reports; references relating
	to establishing residence in Baltimore City; grant of
	authorization for substitution of other member of family
	for work; assignment of any and all banking funds and
	life insurance interest during such period as relief is line
7.	Arrangement Alph. by names of applicants (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	Indexing None
	(Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
•	title and identification number)
9.	Writing Typed and handwritten on place paper and (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed Forms. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of steel drawer 1/2/x14/x26/2 Average number of pages or documents)
	(Average 20 papers per case)
11.	Location by dates and quantities 1935-To IIHTE - 2 steel file drowers
	near north wall in record room (in cellar)
12.	Other information Records and equipment in excellent condition
	(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	whether record is known to have been kept earlier than dates shown in item 2) continued from line 6 administered; establishment
	of parental and marital status and rent notifications
	Continued from line H - List of drowers as
	lobeled. Closed Files O.T.I. Abbott - Massenberg
	Closed Files O.T.T Mienel-Zeone
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Author) (Publisher)
	(Place of publication) (Date of publication)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Baltimore City State Maryland
Name of agency or office Department of Public Welfare (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place
(Name of building, room number, street address)
1. Title Closed Files (Case History Records-
(Give present tull title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
2. Dates. 1938 — —
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 3-Steel file drawers (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling See addenda sheet-list of drawers as labeled.
(Explain fully; years; numbers; letters; number of records so labeled) 5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
record. Explain why records are missing, it possible)
6. Contents Containing Case history records of persons (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
receiving aid from the Department of Public Welfars, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
including referrals to General Public Assistanca, each should be given Eurless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Works Progress Administration and also case
referrals but not accepted (known as N.C.M.=No Case
Made); individual records include W.P.A referral, showing
record of case to the Social Service Exchange for
identification purposes also referral record to the W.P.A.
WPA Form 12-13HR—Revised (See reverse side) 16-6419

	(Place of publication) (Date of publication)
13.	(For use in Florida.) Early imprints
	and rent notifications.
	administered; establishment of parentage and marital status,
	life insurance interest during such period as relief is
	of family forwork; assignment of any and all banking funds and
	Baltimore City; grant of authorization for substitution of other member
	continued from line bases relating to establishing residence in
	Whether record is known to have been kept earlier than dates shown in item 2)
12.	Other information Records and equipment in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
11.	Location by dates and quantities 1938 To DATE - 3 Steel file drawers (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) on north wall in record room (in cellar)
	(average 10 papers per individuo 1)
10.	Size of steel file drawer 112 x 14 x 262 Average 2000 cases per droug (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
9.	(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	title and identification number)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
7.	Arrangement Aph. by names of applicants (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	reports relating benefits and eligibility, references (line 12)
	references of prior employment; employment Compensation
	relative to previous employment and references; salary
	Assistance; record of Intake Interview; correspondence
U.	
6.	. Contents—continued from the D. P.W.; application for General Public

"Closed Files" (Cose History Records - Referrals)

Continued from line + - List of drawers labeled as follows

Closed Files D.P.W.- G.P.A.- W.P.A.- N.C.M A-G

Closed Files D.P.W.-G.P.A.-W.P.A.-N.C.M. H-P

Closed Files DPW-G.P.A.-W.P.A.-N.C.M. Q-Z

D.P.W. = Dept. of Public Welfare G.P. A = General Public Assistance W.P.A. = Works Progress Administration N.C.M = No Case Made

THE VOLUMES FORM—Continued

(Reggi, width, and thickness, and average number of pages, by uniform groups) 11. Location by dates and volume numbers (Bulldings and rooms or vanita) 12. Subtitle divisions by dates and volume numbers 13. Other information	10.	Size	at a second of	
11. Location by dates and volume numbers (Buldiags and rooms or vanis) 12. Subtitle divisions by dates and volume numbers 13. Other information		(Height, width, and thickness, a	and average number of pages, hy uniform grou	ips)
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13. Other information	12.	Subtitle divisions by dates and volume numbers	· .	
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(Worker's full name)	

12-1-38

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Cou	THE BALTIMORE CITY State MARYLAND
Naı	me of agency or office DEPARTMENT OF PUBLIC WELFARE
Δ	(Office of custody) (Office which made the record, if different) dress of office of custody 327 ST. Phul Place
	Name of building, room number, street address) BASEMENT-RECORD ROOM
1.	Title CLOSED FILES "CCC" - (CIVILIAN CONSERVATION CORPS) (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	or both)
2.	Dates. 1937 (Earliest and latest dates: missing dates. Show exact date of breaks)
3.	Annaly De Steel King Theuland
	(Number of volumes; file drawers; file boxes; bundles; other) _"ALASCIO -KYLER" Labeling HS SHOWN ON LINE -WITH INCLUSIVE LETTERING -"LANDSH - ZORNAK" (Explain fully; years; numbers; letters; number of records so labeled)
5.	Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
6.	Contents CONTHINING CLOSED CRSES OF CERTIFICATIONS AND REFERRALS FOR (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
	ENROLLMENT IN THE CIVILIAN CONSERVATION CORPS, EMANATING FROM their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	THE DEPARTMENT OF PUBLIC WELFARE, INCLUDING SOCIAL WORKERS CASE each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
	HISTORY OF APPLICANT, CORRESPONDENCE RESPECTING APPOINTMENT FOR
	INTERVIEW, ALSO REFERENCES AS TO ESTABLISHING TRESIDENCE INBALTO. AND
	REFERENCES ESTABLISHING PARENTAGE AND MARITAL STATUS, CORRESPONDENCE
	RELATIVE TO HESENCE AND DISCHARGE TIENTIFICATION REPORTS BY THE
	SOCIAL SERVICE EXCHANGE AND RECRUITING OFFICER'S REPORT OF APPAICANT'S
WP.	A Form 12-13HR—Revised (See reverse side) A Form 12-13HR—Revised

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Whether record is known to have been kept earlier than dates s	hown in item 2)	
(Condition of record if not good.]	Relation to other records. Informa	tion on prior, subsequent, or similar recor
Other information RECARTS DATA COLOR	DIVERS DOE IN EX	CELLENT CONTINUES
(R	toom. vault, wall—N. E. S. W., sect	tion, bin, shelf, cabinet, on floor)
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•	F PRINTED HEADS, PRI	NIED FORMS AND PLAIN
title and identification number)		·
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Arrangement <i>ALPHABETICALLY By M</i> (Chronologically—by w	AME OF APPLICATION OF PROPERTY AND PROPERTY OF THE PROPERTY OF	habetically—by wbat?)
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	Arrangement ALPHROETICALLY By IN (Chronologically—by w. Indexing None (Self-contained—describe what it shows. If sep title and identification number) Writing HANDWRITEN AND TYPED OF (Handwritten. Handwritten printed form. H. PAPER Printed. Photostat. Other. Give months and years covered by Size OF STEEL FILE DRAWERS 1/2 (Of record or container. Height, width, Location by dates and quantities 937 To (F. NORTH WALL OF RECORD ROOF) Other information RECORDS FAND CONT	Arrangement APHABETICALLY By NAME OF APPLICATION (Chronologically—by what? Numerically—by what? Alp (Chronologically—by what? Numerically—by what? Alp (Self-contained—describe what it shows. If separate, fill out a form for it, and title and identification number) Writing HANDWRITEN AND TYPED OF TRINTED HEADS TRICE (Handwritten. Handwritten painted form. Handwritten printed head. Typed. PAPER Printed. Photostat. Other. Give months and years covered by each kind of writing) Size OF STEEL FILE DRAWERS 1/2 × 14" × 26/2" Algorithms. Average number (Of record or container. Height, width, thickness or depth. Average number (Room, vault, wall—N. E. S. W., seet NORTH WALL OF RECORD ROOM IN BASEMENT) Other information RECORDS AND CONTRINTES ARE IN EX. (Condition of record if not good. Relation to other records. Informa

12"

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BUTIMORE CITY MARYENT
Gounty BALTIMORE CITY State MARYLAND
Name of agency or office DEPARTMENT OF PUBLIC WELFARE
(Office of custody) (Office which made the record, if different) Address of office of custody 327 57. Prul Place
(Name of building, room number, street address) BHSEMENT - RECORD ROOM
1. Title CLOSED FILE - MISC. FILE (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Give present fundation in quotes, assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. 1933 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Z - STEEL FILE IRAWERS
3. Quantity Z - STEEL FILE IRRWERS (Number of volumes; file drawers; file boxes; bundles; other) IRRWER "B" 4. Labeling HS SHOWN ON LINE 1-WITH INCLUSIVE LETTERING-LE - I-DRAWER "G-R" (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTRINS RECORD OF CLOSED WELFRE CRSES. /NCLUDING INTERVIEW (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
RPPLICATION BLANKS GIVING FULL HISTORY OF RPPLICANTS, SOCIAL WORKER'S their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
INVESTIGATION HISTORY OF APPAICANT, CASE HISTORY RECORD, CORRESPONDENCE each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
RELATIVE TO THE FURNISHING OF WEARING APPAREL, COMMODITIES FIND OTHER
HRTIGLES, ALSO RENT NOTIFICATIONS, CORRESPONDENCE RELATING TO WORK
ASSIGNMENTS, MEDICAL REPORTS, APPLICATIONS FOR RELIEF, REPORTS OF
PREVIOUS EMPLOYMENT, REQUESTS FOR POLICE INFORMATION, REPORTS AS
TO CUT- OFFS, RECORD OF BUDGET ALLOWANCES AND REPORTS, ASSIGNMENT

	Other information Tecarus MND C	
2.	Other information TECRES FIND CO. (Condition of record if not good.) Whether record is known to have been kept earlier than date	CONTRINERS FIRE IN EXCELLENT CONDITION. Relation to other records. Information on prior, subsequent, or similar records. Es shown in item 2)
2.	Other information TECRES FIND CO. (Condition of record if not good.) Whether record is known to have been kept earlier than date	CONTRINERS FIRE IN EXCELLENT CONDITION. Relation to other records. Information on prior, subsequent, or similar records. Es shown in item 2)
2.	Other information TECRES FIND CO. (Condition of record if not good.	ONTHINERS FIRE IN EXCELLENT CONTINT. Relation to other records. Information on prior, subsequent, or similar records.
•	Other information TECRES FIND CO. (Condition of record if not good.	ONTHINERS FIRE IN EXCELLENT CONTINT. Relation to other records. Information on prior, subsequent, or similar records.
	Other information TECRES FIND CO. (Condition of record if not good.	ONTHINERS FIRE IN EXCELLENT CONTINT. Relation to other records. Information on prior, subsequent, or similar records.
•	Other information TECRES FIND CO. (Condition of record if not good.	ONTHINERS FIRE IN EXCELLENT CONTINT. Relation to other records. Information on prior, subsequent, or similar records.
•	Other information Tecarus MND C	ONTHINERS FIRE IN EXCELLENT CONDITI
	LOCATED ON NORTH WALL OF	RECORD ROOM IN BASEMENT.
	LOCATED ON NORTH WALL OF	RECORD ROOM IN BUSEMENT
		(Room. vault, wall-N. E. S. W., section, bin, shelf, cabinet, on floor)
	Location by dates and quantities 1933	To JATE -2 - STEEL FILE DRAWERS (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
•	(Of record or container. Height, wid	tth, thickness or depth. Average number of pages or documents)
	Printed. Photostat. Other. Give months and years covered Size OF STARL FILE TIRRINERS	d by each kind of writing) 11'/2" X 14" × 26'/2" AVERAGE 250 CASES
	(Handwritten. Handwritten frinted form.	Handwritten printed head. Typed. Typed printed form. Typed printed head.
	title and identification number) Writing HANDWRITTEN AND TYPED C	OM PROMIED HEADS PRINTED FORMS AND PLA Handwritten printed head. Typed. Typed printed form. Typed printed head.
		4
	Indexing NONE	separate, fill out a form for it, and place cross reference here to that form by
	Arrangement Phillips TICALLY By A	VAME OF APPLICANT y what? Numerically—by what? Alphabetically—by what?)
		·
	SERVICE AND CERTIFICATION	OF ELIGIBILITY FOR WORK.
	•	ON CARD FROM NATIONAL RE-EMPLOYMEN



12-5-38

13

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE CITY	State MARYLAND
Name of agency or office	T OF PUBLIC WELFARE
Address of office of custody 327 57. PA	ce of custody) (Office which made the record, if different)
BASEMENT.	(Name of building, room number, street address)
1. Title No CASE MADE FIX. (Give present full title in quotes: assigned title, if	"BERG" (GALTIMORE EMERGENCY RELIEF COMMISSION) "ECA" (EMERGENCY CHARITY ASSOCIATION) E"WPA" (WORKS PROGRESS ADMINISTRATION) any, in brackets. If record has had other titles, list them with dates or quantities
or both) 2. Dates. /933 ——	
(Earliest and lates	t dates; missing dates. Show exact date of breaks)
3. Quantity 7-57EEL FILE IIR	WE/2 volumes : file drawers : file boxes : bundles : other) SEE ADDENDASHEET
4. Labeling #5 SHOWN ON LINE /- (Explain fully:	WITH INCLUSIVE LETTERING S LIST OF IRAWERS. years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record	discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)	
·	ILES OF APPLICANTS SEFKING WORK incipal items of information shown. Summary of forms used in making record, RRAL THIR FROM THE BERG AND/OR cord, detailed information as to types of records contained and dates covered by
	CATIONS FOR GENERAL PUBLIC ASSISTANCE edescribed by other Forms 12-13HR, such forms should be filled out and attached)
SOCIAL WORKER'S INVESTIG	ATION OF APPLICANTS, GIVING FULL
DETHILS OF QUALIFICATION	NS; UNEMPLOYMENT COMPENSATION REPORTS,
EMERGENCY ORDERS FOR SURF	LUS FOOD COMMODITIES, REFERENCES AS
TO ESTRALISHING RESIDENCE,	INTAKE APPLICATION INTERVIEW RECORDS.
INTAKE APPOINMENT RECORD	S.SUPPLEMENTARY RECORDS OF INVESTIGATION

6.	Contents—continued	Corresponden	CE RELATING TO	PRIOR EMPLOYMENT	
	ASSI GNMENT	OF ANY AND A	LL BANKING FUN	IDS AND LIFE INSURANCE	E
	INTERESTS FINE	HOLDINGS IN	RING SUCH PERI	ON AS ASSISTANCE IS	
	BEING RECEIV	ED. CERTIFICAT	ON OF ELIGIBIL	TY FOR WORK ON W. P.A.	
				CON'T ON LINE 12.	
7.				Alphabetically—by what?)	
	Indexing YONE	(Chronologicany—y	what! Numerically—by what!	Alphabetically—by what :)	
٠.	(Self-contained-	describe what it shows. If	separate, fill out a form for it,	and place cross reference here to that form by	
	title and identification number	r)		·	
9.	Writing HANDWRIZ	TEN FIND TYPED. Handwritten printed form.	ON PRINTED HEA	ped. Typed printed form. Typed printed head.	
	PLAIN PA. Printed. Photostat. Other.	PER-	he and hid of		
10.				76/2" AVERAGE 1000 CASE.	5
	(Of red	ord or container. Height, wid	th, thickness or depth. Average	number of pages or documents)	
	OR APPRO	XIMATELY	booo PAPERS P	ER ERCH TRAWER.	
11.				STAR DRAWERS LOCATE, section, bin, shelf, cabinet, on floor)	
12.	Other information P	CORT HNT CON	THINERS FIRE IN A Relation to other records. Info	EXCELLENT CONDITION, or mation on prior, subsequent, or similar records.	
	Whether record is known to h	ave been kept earlier than date	s shown in item 2)		
	CONTINUED F	ROM LINE 6:	•		
	NATIONAL RE-	EMPLOYMENT	SERVICE , STA	TISTICAL INTAKE RECOR	IJ
	GIVING DETRILS	HOTO APPLIC	ATTON'S CLASSI	FICATION AND APPLICATI	O1
	FOR RELIEL ASS	ISTANCE.			
	, 	·	·		
		·			
13.	(For use in Florida.)	Early imprints	(Author)	(Publisher)	
	(Place of p	ublication)		(Date of publication)	

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"No CASE MATE FILE"

"BE.RC" (BALTIMORE EMERGENCY RELIEF COMMISSION)

"E.CA" (EMERGENCY CHARITY FISSOCIATION)

"W.PA" (WORKS PROGRESS ADMINISTRATION)

LABELET AS FOLLOWS:—

17 - STEEL FILE DRAWERS LETTERED

"AR - BECK"

"BECO - BROOK"

"BROOKS - CARS"

"CARR - DAMS"

"IAN - EVANO"

"EVANS - G. N."

"GOD - HARZ"

"HAW - JAL"
```

KIK

- SMITH (T)"

- MªCoy

" SMITH(L) - THOMAS (E)"

" THOMAS (F) - WAY "

" WER - Z. Y. S.

JAM

" MOO

4 SAA

PIN

" MCCR - MONT

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON; D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfore
(Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place (Name of building, room number, street address)
(Figure of Samura, Footh Bullber, Sefeet address)
1. Title (Record Of Persons Working On W. P. A. And OF Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
<u>Persons</u> Who Had Been Working On W. P.A.)
or both) 2. Dates. 1936
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity & Cardboard boxes
4. Labeling Not labeled see addends sheet for list of boxes.
4. Labeling NOT Abeled See addends sheet for list of boxes. (Explain fully: years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Card shows dates of referrals: name and (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
address of applicant; case number; name of person their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
available for W. P. A.; Social Security number; date of each should be given. Unless contents of these records are described by other Forms 12-13HR such forms should be filled out and attached
initial assignment; employment classification; date
rejected; remarks concerning eligibility for
unemployment compensation; date cut off and
reason for cut off.
·

	(Place of	publication)		(Date of publication	·
13.	(For use in Florida.)	Early imprints	(Author)		Publisher)
		·	i	·	
				·	
			······································		·
				:	
·	Whether record is known to	have been kept earlier than date	es shown in item 2)		·
12.	Other information	Condition of record if not good	Relation to other record	ent conditions. Information on prior, subse	quent, or similar records.
	IN COLLAR.	<u> </u>		·	<u>-</u>
	top of deep	s in north	west corn	or of recore	d raam
11.	Location by dates and	d quantities 1936	CROOM. vault, wall N. E	CAPA BARA S. W., section, bin, shelf, cabi	HAXEL BH
				· .	· · · · · · · · · · · · · · · · · · ·
				verage number of pages or docu	
10.	Size of Cand	Give months and years covered board box coordings. Height, wide	d by each kind of writing) \[\frac{3}{2} \times \frac{5}{4} \times \frac{1}{5} \] dth thickness or death \[\frac{4}{5} \times \frac{1}{5} \]	" Average 1000	cords par bo
		Handwritten printed form.	i	·	
9.	writing	ped on ol	eln cards		
0.		l—describe what it shows. If	separate, fill out a form	for it, and place cross referen	ce here to that form by
	Indexing Ya	Ph. by nar (Chronologically—b		what? Alphabetically—by wha	t?)
7	A 41	nh hu aan	14 O E B B	anlie a cata	<u></u>
		·		·	• •
		<u></u>			
			· 	······································	
6.	•			•	

Pecord of persons working on W.P.A. and of persons who have been working on W.P.A.

continued from line b; list of file boxes as follows

| box A = C
| " C - G
| " B - I
| " M - N
| " O - R
| " S - T

T-2

WPA Form 16HR					

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

THE PAINTINGS AND STATUARY FORM

County	City or town	
-		
Bureau		·
Name of other owner, if any		
	(Street address)	
2. Title or subject	·	
	(Date or dates)	•
	oil (), watercolor (), engraved (), cr	ayon (), pen-and-ink (
5. Condition of work	·	·
3. Artist	(Publisher or engraver)	(Place of publication)
	(Rooms and vaults, corridors, parks, etc.)	· ·
·		
<u> </u>	·	
	U. S. GOVERNMENT PRINTING OFFICE 18—4925	·

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County BALTIMORE CITY State MARYLAND
Name of agency or office DEPARTMENT OF PUBLIC WELFARE
(Office of custody) (Office which made the record, if different) Address of office of custody 327 57. Prul Place
RECORD ROOM - BASEMENT
1. Title (W.P.A. ASSIGNMENTS - CUT-OFFS AND RECLASSIFICATIONS) (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both) 2. Dates. /935
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity ZZ-STEEL FILE DRAWERS
(Number of volumes; file drawers; file boxes; bundles; other) SEE ADDENIA SHEET 4. Labeling DRAWERS LABELED WITH INCLUSIVE LETTERING SUSTEM DRAWERS (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTRINS W. P.A. ASSIGNMENTS REASSIGNMENTS, RECLASSIFICATION (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
NOTICES OF TERMINATION OF EMPLOYMENT, NOTICES TO REPORT FOR WORK their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
ON PROTECT AND NOTICES OF CHANGE IN WORK STATUS: SHOWING NAME AND each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
ADDRESS OF EMPLOYEE AND PROTECT INVOLVED, INCLUDING OTHER GENERAL
DETRILS PERTAINING TO SOCIAL SECURITY IDENTIFICATION NUMBER, CASE
NUMBER, DATE OF ASSIGNMENT, SEX, RACE, WAGE CLASSIFICATION AND
EMPLOYMENT CLASSIFICATION, ALSO BEARING STAMP SHOWING DATE OF RECEIPT
OF SLIPS IN THE DEPARTMENT OF PUBLIC WELFARE AND INCLUDING DATE OF

		ORT AND REJECTIONS		
		·	·	
	•	······	······································	
Arrangement AL	PHABETICALLY	By NAME OF CLIEN ly—by what? Numerically—by what? Al	73	
Indexing NONE				
(Self-conta	ained—describe what it shows.	If separate, fill out a form for it, and	l place cross reference here to that form	bу
title and identification				
	•	T PRINTED FARMS		
(Handw	vritten. Handwritten printed for	orm. Handwritten printed head. Typed	. Typed printed form?LTyped printed he	ad.
Principle of the state of the s			· · · · · · · · · · · · · · · · · · ·	
	ther. Give months and years co		E 2500 FORMS PERTIR	
		·		
			FIRE DRAWERS - LOCATO	£Ζ
	WALL OF THECO	(Room. vault, wall—N. E. S. W., se	MENT	ΕZ
	WALL OF THECO	ORII ROOM IN BASE	MENT	ΕĮ
NEAR WEST	WALL OF THECO	CONTAINERS ARE	MENT	74
NERR WEST Other information	WALL OF THECO	CONTAINERS ARE IN good. Relation to other records. Inform	MENT VEXCELLENT CONDIT	76
NEAR WEST Other information	WALL OF TECH	CONTAINERS ARE IN good. Relation to other records. Inform	MENT VEXCELLENT CONDIT	74
NEAR WEST Other information	WALL OF TECK TECKIS HND (Condition of record if not	CONTAINERS ARE IN good. Relation to other records. Inform	MENT VEXCELLENT CONDIT	74
NERR WEST Other information	WHLL OF TECK TECORDS AND (Condition of record if not on to have been kept earlier than	CONTAINERS ARE IN good. Relation to other records. Inform	MENT VEXCELLENT CONDIT	76
NEAR WEST Other information	WHLL OF TECK TECORDS AND (Condition of record if not on to have been kept earlier than	CONTAINERS ARE IN good. Relation to other records. Inform	MENT VEXCELLENT CONDIT	76
NEAR WEST Other information	WHLL OF TECK TECORDS AND (Condition of record if not on to have been kept earlier than	CONTAINERS ARE IN good. Relation to other records. Inform	MENT VEXCELLENT CONDIT	76
NEAR WEST Other information Whether record is know	WHLL OF TECK TECORDS AND (Condition of record if not on to have been kept earlier than	CONTAINERS ARE IN good. Relation to other records. Inform	MENT VEXCELLENT CONDIT	πć

WPA - ASSIGNMENTS - CUT-OFFS AND TRE-CLASSI FICATIONS)

TRAWERS LABELET WITH INCLUSIVE LETTERING AS FOLLOWS:-

A - BAN

BANN - BOR

Bos - Bus

Busi - cof

COG - DAY

DEA - EU

EV - GA

GE - HALLA

HALLE-HIT

HO - JA

JE - KEL

KE - LE

LEI - MEW

MAR - MONR

MONT- OY

PA - PAN

RAO - SAN

SAP-A+E. SMITH

F. SMITH - S S

TA - WAK

WAL - A.E. WILLIAMS

F.WILLIAMS - Z

THE VOLUMES FORM—Continued

10.	Size
	(Height, width, and thickness, and average number of pages, by uniform groups)
11.	Location by dates and volume numbers (Buildings and rooms or vaults)
	(Buildings and rooms or vaults)
12.	Subtitle divisions by dates and volume numbers
	· · · · · · · · · · · · · · · · · · ·
	Other information
	U.S. GOVERNMENT PRINTING OFFICE 1A-4954

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County BALT!	MORE CITY	State MAR	YLANII	· ·
Name of agency o	or office DEPARTME	NT OF PUBLIC Y	VELFARE	
Address of office of	of custody 327 S 7, P 8	Office of custody) (Office which ma	de the record, if different)	·.
	RECORD A	(Name of building, room nu	mber, street address)	
(P				
	ORD OF NON-REL present full title in quotes: assigned title	e, if any, in brackets. If record has	had other titles, list them with date	s or quantities
or both)	TECTS)			/
2. Dates. /93.	5	·	·	
3. Quantity 2	STEEL FILE DRAW	test dates; missing dates. Show exi	act date of breaks)	
· · · · · · · · · · · · · · · · · · ·	(Numbe RRNER LABELED FORM	r of volumes; file drawers; file boxe	O RECORDS" NOT LA	IRAWER BELED (M-Z).
5. Discontinued	and missing records No.			
	(If rec	ord discontinued, give reason and s	tate whether same information show	n in another
record. Explain	why records are missing, if possible)	···	·	
	TRINING CERTIFICE Purpose and general nature of record. CHSE NAME AND ADDR tc. If a very general or miscellaneous			
	To By FIPPLICANT, NUM iven. Unless contents of these records			
	ATE OF CERTIFICATION			
RELATION.	SHIP TO THE HEAD OF	FAMILY, SEX, MA	RITAL STATUS, BIRT	y DATE AND
PLACE THE	EREOF, DATE AND PLAC	E OF NATURALIZA	TON OR FIRST PA	PERS
SIGNATURE	AND TITLE OF SOCI	AL WORKER AND DI	VÍSION OF EMPLOY	MENT ON
W.P.A.TRO	TECT, ALSO SHOWING	G STAMP AS TO RE	CEI'PT AND DATE BY	NASTER FILE
WPA Form 12-13HR-		(See reverse side)	•	16-6419

6.	Contents—continued OF THIS BUREAU AS WELL AS STAMP SHOWING DATE RECE
	BY THE DEPARTMENT OF PUBLIC WELFARE FILE CLEARENCE FORMS SHOW
	NAMES AND ADDRESS, CASE NUMBER AND DATE CLEARED-WITH INFORMATION ASTORE
	FOR REMOVALS FROM ACTIVE FILES-SUCH AS FAILED TO REPORT" "NOTREGISTERED"
	CLOSED PENDING INVESTIGATION" MOVED-ATTIRESS UNKNOWN "UNEMPLOYABLE LINE
7.	Arrangement ALPHABETICALLY By NAMES OF FIPPLICANTS. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	(Chronologically—by what? Numerically—by what? Alphabetically—by what?) Indexing
0.	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form b
	title and identification number)
9.	Writing HANDITTEN AND TYPED ON PRINTED FORMS. (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF STEEL FILE DRAWERS 6/4" x 8/2" x 17" AVERAGE 2000 PAPERS EACH D (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11.	Location by dates and quantities/935 To DATE-2 - STEEL FILE DRAWERS - LOCATED NEAD (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
11.	Location by dates and quantities/935 TODRIE-2-STEEL FILE DRAWERS-LOCATED NEAR
11.	Location by dates and quantities/935 To DATE-2 - STEEL FILE DRAWERS - LOCATED NEAD (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	Location by dates and quantities/93570TME-2-STEEL FILE DRAWERS-LOCATED NEAD (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) WEST WALL OF RECORD Room IN BASEMENT:
	Location by dates and quantities/935 To DATE-2 - STEEL FILE DRAWERS - LOCATED NEAD (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	Location by dates and quantities/93570DATE-2-STEEL FILE DRAWERS-Located NEAR (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) WEST WALL OF RECORD ROOM IN BASEMENT: Other information RECORDS AND CONTRINERS FIRE IN EXCELLENT CONDITION.
	Location by dates and quantities/93570IME-2-STEEL FILE DRAWERS -LOCATED NEAD (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) WEST WALL OF RECORD ROOM IN BASEMENT: Other information RECORDS AND CONTRINERS FIRE IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar record.)
	Location by dates and quantities/935 TOTATE-2 - STEEL FILE DRAWERS - LOCATED NEAR (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) WEST WALL OF RECORD ROOM IN BASEMENT: Other information REORDS AND CONTRINERS HRE IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar record.) Whether record is known to have been kept earlier than dates shown in item 2)
	Location by dates and quantities/935707776-2-STEEL FILE TRAWERS-LocaTED NERGE (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) WEST WALL OF RECORD Room IN BASEMENT: Other information RECORDS AND CONTRINERS HRE IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar record whether record is known to have been kept earlier than dates shown in item 2) CONTINUED FROM LINE 5:—
	Location by dates and quantities/935 TOTATE-2-STEEL FILE DRAWERS-LOCATED NEAR (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) WEST WALL OF RECORD Room IN BASEMENT: Other information REORDS AND CONTRINERS HRE IN EXCELLENT CONDITION. (Condition of record if not wood. Relation to other records. Information on prior, subsequent, or similar record whether record is known to have been kept earlier than dates shown in item 2) CONTINUED FROM LINE 6:— HAD SIGNATURE OF THE MANAGER OF THE NATIONAL RE-EMPLoyMENT SERVICE. FA
	Location by dates and quantities 935 TODATE-2-STEEL FILE DRAWERS-LOCATED NEAR (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) WEST WALL OF RECORD ROOM IN BASEMENT: Other information RECORDS AND CONTRINERS ARE IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar record whether record is known to have been kept earlier than dates shown in item 2) CONTRINED FROM LINE S:— RND SIGNATURE OF THE MANGEER OF THE NATIONAL RE-EMPLOYMENT SERVICE. AS CONTRINS REFERRAL SHEETS SHOWING FRAME, COMPOSITION OF CLIENTS; EMPLOYABLE
12.	Location by dates and quantities / 935 TOTATE 2 - STEEL FILE TRAWERS - LOCATED NEAR (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) WEST WALL OF RECORD ROOM IN BASEMENT: Other information TEORDS AND CONTRINERS FRE IN EXCELLENT CONDITION. (Condition of record if not rood. Relation to other records. Information on prior, subsequent, or similar record whether record is known to have been kept earlier than dates shown in item 2) CONTRINED FROM LINE 6:— HAD SIGNATURE OF THE MANAGER OF THE NATIONAL RE-EMPLOYMENT SERVICE. FLACULUS CONTRINS REFERRAL SHEETS SHOWING FRANLY COMPOSITION OF CLIENTS; EMPLOYABLE MEMBERS, INDIVIDUAL RECORDS OF EMPLOYMENT OF EMPLOYABLE MEMBERS, PROPOSITION BY THE MEMBERS, INDIVIDUAL RECORDS OF EMPLOYMENT OF EMPLOYABLE MEMBERS, PROPOSITION BY THE OF NEED AND COMMENTS CONCERNING HISTORY OF CLIENTS AND DISPOSITION BY THE OF REGISTRATION, IDENTIFICATION NUMBER, PRIMARY AND SECONDARY CLASSIFICATOR
12.	Location by dates and quantities 9.35 TO THEE 2 - STEEL FILE TRANSES - LOGATED NEAD (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) WEST WALL OF RECORD ROOM IN BASEMENT: Other information RECORDS AND CONTRINERS FIRE IN EXCELLENT CONDITION: (Condition of record if not sood. Relation to other records. Information on prior, subsequent, or similar record Whether record is known to have been kept earlier than dates shown in item 2) CONTRINED FROM LINE :- HAD SIGNATURE OF THE MANAGER OF THE NATIONAL RE-EMPLOYMENT SERVICE. FLA CONTRINES REFERRAL SHEETS SHOWING FRINLY COMPOSITION OF CLIENTS; EMPLOYABLE MEMBERS, INDIVIDUAL RECORDS OF EMPLOYMENT OF EMPLOYABLE MEMBERS, PROJ OF NEED AND COMMENTS CONCERNING HISTORY OF CLIENTS AND DISPOSITION BY TO W. P. H. H. TO REGEPTANCE OF REJECTION, FISO II. SETPLOYABLY SERVICE RES
12.	Location by dates and quantities/935 TOTHTE-2-STEL FILE DRAWERS - Located Near (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) WEST WALL OF RECORD ROOM IN BASEMENT: Other information TEORDS AND CONTRINERS FIRE IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar record whether record is known to have been kept earlier than dates shown in item 2) CONTRINED FROM LINE 6:— HAD SIGNATURE OF THE MANAGER OF THE NATIONAL RE-EMPLOYMENT SERVICE. FLACONTHINS REFERRAL SHEETS SHOWING FROMLY COMPOSITION OF CLIENTS; EMPLOYABLE MEMBERS; INDIVITUAL RECORDS OF EMPLOYMENT OF EMPLOYABLE MEMBERS; PRODUCE OF RED AND COMMENTS CONCERNING HISTORY OF CLIENTS AND DISPOSITION BY TO W. P. H. HS TO ACCEPTANCE ON REJECTION. HISTORY OF CLIENTS AND DISPOSITION BY TO W. P. H. HS TO ACCEPTANCE ON REJECTION HISTORY ON SECONDARY CLASSIFICATION (For use in Florida.) Early imprints
12.	Location by dates and quantities/935 TO THE 2 - STEEL FILE DRAWERS - Located NEAR (Room. vault. wall—N. E. S. W., section, bin, shelf, cabinet, on floor) WEST WALL OF RECORD Room IN BASEMENT: Other information Records AND Control Ners fire IN Excellent Condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar record whether record is known to have been kept earlier than dates shown in item 2) Continued From Line 6:- RHD Signature of the manager of the national Re-employment Service. Fix Contrinued Referral Dheets Showing Family Composition of Clients; Employable Members, Individual Records of Employment of Employable Members, Project of Reference o

WPA Form 12-13HR-Revised

17

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

~ <i>B</i>	NEW AND THE PARTY OF THE PARTY
County L.	State MARYLAND
Mana of and	ency or office DEPARTMENT OF PUBLIC WELFARE
name or age	(Office of custody) (Office which made the record, if different)
Address of a	office of custody 327 St. PAUL PLACE
radiess of c	RECORD ROOM - BASEMENT.
	MECORII MOOM - DASEMENT.
1. Title	(ACTIVE FILE - REFERRALS TO W. P.A.) (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)
or both)	
•	1077
z. Dates	1937, (Earliest and latest dates; missing dates. Show exact date of breaks)
3 Quantity	T demand T
	(Number of volumes; file drawers; file boxes; bundles; other) " # - & "
4. Labeling	BOXES LABELED-WITH INCLUSIVE LETTERING J. A = 2"
	(Explain fully; years; numbers; letters; number of records so labeled)
5. Disconti	inued and missing records None
	(If record discontinued, give reason and state whether same information shown in another
negard 1	Explain why records are missing, if possible)
record.	Explain why records are missing, it possible)
6. Contents	s CONTRINING RECORD OF PERSONS OF REFERRALS SENT TO W.P.A. (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
	(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
No.T. A	795/GNED HS YET. CHRI SHOWS DATE OF REFERRALS, NAME AND ADDRES dings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
OF RP	PLICANT: RACE: NAME OF PERSON AVAILABLE FOR W.P.A. ALSO SOCIAL uld be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
	RITY NUMBER OF APPLICANT.
- <i>D.E.</i> -G.	KILL RUCKER OF HILLIANSKILL
	•

(See reverse side)

6.	Contents—continued			·	-
			•		
		·	·	· 	
	·	·	<u> </u>	·	
	* -	·			
7.	Arrangement ALPH	ABETICALLY B	Y NAMES OF AP by what? Numerically—by what	PLI CANT	
	Indexing None	-			
٥.	(Self-contained	describe what it shows. If	separate, fill out a form for it,	, and place cross reference here to t	hat form by
	title and identification num	 ber)	·	·	·
9.		· ·	GRIS.	yped. Typed printed form. Typed p	•
	(Handwritte	en. Handwritten printed form	. Handwritten printed head. T	yped. Typed printed form. Typed p	orinted head.
-	Printed. Photostat. Other.	Give months and years covere	ed by each kind of writing)		
10.	Size <i>OF CARD</i> - (Of r		$\frac{3}{2} \times \frac{5}{4} \times \frac{10}{6}$ idth, thickness or depth. Average	7 <i>VERAGE</i> Soc CARDS enumber of pages or documents)	PER BO
			·		
		·	·		
11.	Location by dates and	d quantities 19377	ODATE - 3-CARD	- BOHRD BOXES LO	CATEZ
				R. OF RECARD ROLL	
				toning the second secon	**************************************
	BASEMENT.		·	·	
12.	Other information	PECORUS AND (Condition of record if not good	CONTRINERS FR. d. Relation to other records. In	formation on prior, subsequent, or sin	TIGH.
	Whether record is known to	have been kept earlier than da	tes shown in item 2)		
				•	
	·				
					•
		·			
	·	·	·		
3.	(For use in Florida.)	Early imprints			
			(Author)	(Publisher)	
	(Place of	publication)	·································	(Date of publication)	

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County BALTIMORE CITY State MARYLAND	
Name of agency or office DEPARTMENT OF PUBLIC WELFARE (Office of custody) (Office which made the record, if different)	
Address of office of custody 327 St. PAUL PLACE	
(Name of building, room number, street address) RECORD ROOM - BRSEMENT	
1. Title NOTICE OF FHILURE TOREFORT OR TREFUSAL TO ACCEPT REFERENCE (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantity.	AL
or both)	
2. Dates. 1935-1936 (Earliest and latest dates: missing dates. Show exact date of breaks)	
3. Quantity 3-STEEL FILE DRAWERS	
(Number of volumes; file drawers; file boxes; bundles; other)	
4. Labeling IRAWERS LABELED WITH INCLUSIVE LETTERING AS SHOWN ON LINE (Explain fully; years; numbers; letters; number of records so labeled)	12.
5. Discontinued and missing records NonE	
(If record discontinued, give reason and state whether same information shown in anoth	ier
record. Explain why records are missing, if possible)	
6. Contents CONTRINING NOTIFICATIONS OF FAILURE TO REPORT OR REFUSAL (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.)	ord,
To RCCE PT REFERRAL AS ISSUED BY THE U.S. EMPLOYMENT SERVICE ON their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered	FORMS
OF THE U.S. DEPARTMENT OF LABOR, SHOWING DATE SENT TO THE DEPART each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attach	TIZENT
OF PUBLIC WELFARE AND ITS LOCATION, NAME AND ADDRESS OF APPLIC	ANT;
CASE NUMBER, INFORMATION AS TO (FIRST)- TIT NOT ANSWER CALL-	LN
CHRD"- SECOND TEFUSED REFERRAL TO JOB, HISO FIDITIONAL CON	YME NT
SUCH AS DATES REFUSED W.P.A. LABOR AND REASON THEREOF, MANAGE	ger's
SIGNATURE. ON REVERSE SIDE SHOWS DATE RECEIVED - STAMP-IN	THE

6.	Contents—continued DEPARTMENT OF PUBLIC WELFARE AND ITS MASTER
	FILE.
•	Arrangement FLPHABETICALLY BY NAMES OF APPLICANTS (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	11. Marie
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
	Writing TYPEH ON TRINTED FORMS. (Handwritten Handwritten printed form. Handwritten printed head. Typed Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
	Size OF STEEL FILE DRAWERS 4"/4" x 5"/4" X /6" AVERAGE 1800 DOCUMENTS (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	PER IRAWER
•	Location by dates and quantities 1935-1936-3-57EEL FILE DRAWERS - LOCATED (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) ON WEST WALL OF RECORD ROOM IN BASEMENT:
	Other information RECORD AND CONTRINERS ARE IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	NOTE -THESE RECORDS HAVE BEEN DISCONTINUED (1936) SINCE THE
	LIQUIDATION OF THE EMERGENCY CHARITY ASSOCIATION.
	I-DRAWER LABELED "A TO K"
	1- DRAWER LABELED "L To Z"
	1- DRAWER LABELED "FORM 360 TO BE FILED"
	(For use in Florida.) Early imprints
	(Author) (Publisher)
	(Place of publication) (Date of publication)

12-16-38

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

county Baltimore City State Maryland
Name of agency or office Department of Public Welfare (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place
(Name of building, room number, street address)
1. Title Out Of Town Inquiries (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both) 2 Dates 1935-1936
2. Dates. 1935-1936 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Stee file drawer
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Not labeled (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Out of town inquiries respecting persons employe (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, on W.P.A. projects cards show date of inquiry name of their headings, etc. If a very/general or miscellaneous record, detailed information as to types of records contained and dates covered by applicant; place inquiry received from and present dach should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached) address of employee.

6.	Contents—continued
7.	Arrangement Alph. by names of client (Ohronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing None
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Typed on plain cards (Handwritten Brinted form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of file drawer 4'4x S'4x 16" Approx, 750 Cords, (Of record or container. Height, width, thickness or depth. Average humber of pages or documents)
l 1.	Location by dates and quantities 1935-1936, 1 steel file drower on east (Room, vault, wall—N. E. S. W.) section, bin, shelf, cabinet, on floor)
	(Room. vault, wall—N. E. S. W.) section, bin, shelf, cabinet, on floor) wall in record room in cellar,
.2.	Other information Records and equipment in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Subsequent records are contained in folder of individual Whether record is known to have been kept earlier than dates shown in item 2)
	with other cose record.
•	
	** · · · · · · · · · · · · · · · · · ·
<u>/</u>	
პ.	(For use in Florida.) Early imprints
	(Place of publication) (Date of publication)

12-5-38

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(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland
County Baltimore City State Maryland
Name of agency or office Department of Public Welfare
(Office of custody), (Office which made the record, if different)
Address of office of custody 327 Soint Paul Place. (Name of building, room number, street address)
(Name of Bulling, 1991) Humber, street address)
1. Title (Out of Town Inquiries - Old Age
(Give present full title in quotes: assigned title, if any, in brackets, record has had other titles, list them with dates or quantities and Mother's Assistance or both)
2. Dates. 1933,
3. Quantity Steel File drawer
4. Labeling Not labeled
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
(if record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Old Age Pension and Mother's Assistance correspond
and case history records pertaining to securing their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
old age pensions and mother's assistance including each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
correspondence from various organizations in and
out of town regarding applicant; insurance;
social workers correspondence regarding investigation
and progress of case.

6.	Contents—continued
7.	Arrangement Alph. by names of applicants (Chronologically—by what) Numerically—by what? Alphabetically—by what?)
8.	Indexing None
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Typed on Plain paper and on printed forms. (Handwritten, Handwritten printed form, Handwritten printed head. Typed Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of steel file drawer 11"4x14"x262" Approx 2500 Cases. (Of regord or container. Height, width, thickness or depth. Average number of pages or documents)
11	Location by dates and quantities Steel File drower of (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	north wall in record room (in (ellar)
12.	Other information Records and equipment in excellent condition (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
13.	(For use in Florida.) Early imprints
	(Author) (Publisher)
	(Place of publication) (Date of publication)

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	orker'		

12-1-38

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

		
.		7
County BALTIMORE CI	TY State MARY	ILANI.
	/	<u></u>
ame of agency or office LIE PHI	RTMENT OF FUBLIC W (Office of custody) (Office which made the	record if different)
ddress of office of custody 327		record, if differency,
· · · · · · · · · · · · · · · · · · ·	(Name of building, room number,	street address)
	EMENT-RECORD ROOM	<i>.</i>
"P		IJ
. Title BALTIMORE CI	TY MOSPITAL LNFIRMA	<i>'RY</i>
(Give present full title in quotes	assigned title, if any, in brackets. If record has had o	the titles, list them with dates or quantities
or both)	•	
. Dates. 1936		
(1	Earliest and latest dates; missing dates. Show exact dat	e of breaks)
Quantity / - STEEL FILE	DRAWER	······································
	(Number of volumes; file drawers; file boxes; bun	dles; other)
. Labeling <i>RS SHOWN ON LIN</i>		VG- HTOL
	(Explain fully; years; numbers; letters; number of re	cords so labeled)
. Discontinued and missing recor	(If record discontinued, give reason and state w	thather same information shown in another
	(11 feeded discontinued, give reason and state w	
record. Explain why records are missing,	if possible)	·
·		•
5 4		
. Contents LECORDS CONTE	re of record. Principal items of information shown.	ENCE, REPORTS AND
their headings, etc. If a very general or	ESPECTING HOSPITHLIZED miscellaneous record, detailed information as to types	of records contained and dates covered by
•	MEDICAL SERVICES RENZ	
	these records are described by other Forms 12-13HR,	
INVESTIGATION AND H	ISTORY OF APPLICANT, CO	RRESPONDENCE RELATIV
TO TRANSPORTATION.	AND ALSO AS TO PREVIOUS	STATUS OF THE APPLICANT
2		
DEFORE CSTABLISH	ING PERMANENT RESIDENCE	E IN THE CITY, KEFERRA
PERMIT HUDIORIZING	ADMITTANCE OF CLIENT IN TH	IE HOSPITAL ALSO HOSPITAL
	: max., 2.0., 2.0., 1.1. 30 days	
ADMISSION SLIP GIVING	G FULL DETHILS PERTRINING	TO THE HISTORY OF APPLICAN
PA Form 12-13HR—Revised	(See reverse side)	16-8419 (OVER

CLIENTS HI	AVING BEE	N ACCEPT	ED BY THE	WELFARE	ORCANIZA	TONS
					ì	
IN DHATIM	ORE ; HURI	NG SUCH F	ERIODS AS	RELEIF IS	BEING	AF FORDA
SUCH CLI	ENTS.		· · · · · · · · · · · · · · · · · · ·	· ·	•	
			•		•	
	·		··			·
Arrangement H	LPHRBETIC	ALLY BY N	PMES OF CL	Very Alphabetically		
Indexing	ONE	Circulologically—by w	nat: Numericany—by	what: Alphabetically	—by what:)	
(Self-co	ontained—describe w	hat it shows. If sepa	arate, fill out a form	for it, and place cros	s reference here to	that form by
title and identification	on number)	······································				
Writing HAND	WRITTEN AND	TYPED ON	PRINTED H	ENDS PRINT	ED FORMS A	MI PLAIN
		tten printed form. H	andwritten printed he	ad. Typed. Typed pr	inted form. Typed	printed head.
Printed. Photostat.		s and years covered by	y each kind of writing)	·		
			1/2" × 14" ×	261/2" AVED	AGE 400 C	ASES
J120	(Of record or conta	ainer. Height, width,	thickness or depth. A	verage number of page		
		<u> </u>	. ~	-		
	es and quantiti	ies/936 761	UATE 1-STE	EL FILE DRA E. S. W., section, bin, s	WER ON	North
 Location by date	es and quantiti	ies/ <i>936 7</i> 61	UATE 1-STE	EL FILE DRA E. S. W., section, bin, s	NER ON Johelf, cabinet, on floc	North
Location by date	es and quantiti	ies/ <i>936 7</i> 61	NATE - STE.	EL FILE DRA E. S. W., section, bin, s	NER ON Johelf, cabinet, on floc	North
Location by date	es and quantiti	es/936 To I Foom IN D	NATE - STE.	EL FILE DRA E. S. W., section, bin, s	TWER ON helf, cabinet, on floor	NORTH Dr)
Location by date	es and quantiti RECORII 7	ies/936 To I Room IN D EDS AND C	NATE - STE. toom. vault, wall—N. 1 NASEMENT:	EL FILE DRA E. S. W., section, bin, s	TWER ON A	NORTH Dr) CONDITIO
Location by date WALL OF 7 Other informati	es and quantiti RECORIT TO On RECOR (Condition of	ies/936 To I Room IN D EDS AND C	ATE - STE. BOOM. vault, wall—N. 1 BASEMENT. CONTAINER Relation to other record	EL FILE DRA E. S. W., section, bin, s	TWER ON A	NORTH DE) CONDITIO
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Location by date WALL OF 7 Other informati	es and quantiti RECORIT TO On RECOR (Condition of	es / 93.6 70.2 ROOM / N D RDS FIND (record if not good. 1	ATE - STE. BOOM. vault, wall—N. 1 BASEMENT. CONTAINER Relation to other record	EL FILE DRA E. S. W., section, bin, s	TWER ON A	NORTH Dr) CONDITIO
Location by date WALL OF 7 Other informati	es and quantiti RECORIT TO On RECOR (Condition of	es / 93.6 70.2 ROOM / N D RDS FIND (record if not good. 1	ATE - STE. BOOM. vault, wall—N. 1 BASEMENT. CONTAINER Relation to other record	EL FILE DRA E. S. W., section, bin, s	TWER ON A	NORTH DE) CONDITIO
Location by date WALL OF 7 Other informati	es and quantiti RECORIT TO On RECOR (Condition of	es / 93.6 70.2 ROOM / N D RDS FIND (record if not good. 1	ATE - STE. BOOM. vault, wall—N. 1 BASEMENT. CONTAINER Relation to other record	EL FILE DRA E. S. W., section, bin, s	TWER ON A	NORTH Dr) CONDITIO
Location by date WALL OF 7 Other informati	es and quantiti RECORIT TO On RECOR (Condition of	es / 93.6 70.2 ROOM / N D RDS FIND (record if not good. 1	ATE - STE. BOOM. vault, wall—N. 1 BASEMENT. CONTAINER Relation to other record	EL FILE DRA E. S. W., section, bin, s	TWER ON A	NORTH Dr) CONDITIO
Location by date WALL OF 7 Other informati	es and quantiti RECORIT TO On RECOR (Condition of	es / 93.6 70.2 ROOM / N D RDS FIND (record if not good. 1	ATE - STE. BOOM. vault, wall—N. 1 BASEMENT. CONTAINER Relation to other record	EL FILE DRA E. S. W., section, bin, s	TWER ON A	NORTH Dr) CONDITIO
Location by date WALL OF 7 Other informati	es and quantiti RECORIT TO On RECOR (Condition of	es / 93.6 70.2 ROOM / N D RDS FIND (record if not good. 1	ATE - STE. BOOM. vault, wall—N. 1 BASEMENT. CONTAINER Relation to other record	EL FILE DRA E. S. W., section, bin, s	TWER ON A	NORTH Dr) CONDITIO
Location by date WALL OF 7 Other informati	es and quantiti RECORIT TO On RECOR (Condition of	es / 93.6 70.2 ROOM / N D RDS FIND (record if not good. 1	ATE - STE. BOOM. vault, wall—N. 1 BASEMENT. CONTAINER Relation to other record	EL FILE DRA E. S. W., section, bin, s	TWER ON A	NORTH Dr) CONDITIO
Location by date WALL OF 7 Other informati	es and quantities RECORIT TO ON RECOR (Condition of the control	es / 93.6 70.2 ROOM / N D RDS FIND (record if not good. 1	ATE - STE. BOOM. vault, wall—N. 1 BASEMENT. CONTAINER Relation to other record	EL FILE DRA E. S. W., section, bin, s	TWER ON A	NORTH Dr) CONDITIO

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

			A STATE OF THE STA
County BALTIMORE CIT	<i>Ty</i> S	tate MARYLAND	·
Name of agency or office ZEPE	ARTMENT OF PL	,	
Address of office of custody 327	•		· · · · · · · · · · · · · · · · · · ·
REC	CORII ROOM - BI	CE f building, room number, street addres ISEMENT	8)
		,	
1. Title GRANT HUTHOR (Give present full title in quot	RIZATIONS-OL	d AID Assistance	E-AID To
I EPENDENT C	HILDREN).	ets. It record has had other titles, i	st them with dates or quantities
or both)		*	
2. Dates /938	(Earliest and latest dates missi	ng dates. Show exact date of breaks)	
3 Quantity /-STEEL FL	I E TRAWER		
3. Quantity /-STEEL FI	(Number of volumes; file	drawers; file boxes; bundles; other)	·
4. Labeling DRAWER NO	T LABELED	ers; letters; number of records so labe	
E Discontinued and mission was		·	
5. Discontinued and missing rec	(If record discontinued	give reason and state whether same	information shown in another
	·		
record. Explain why records are missin	g, if possible)		
6. Contents CONTFILMING G (Purpose and general na	RANT AUTHORIZAT	TION RECORDS OF	CHANGE IN FITTIRESSES
CHANGE IN AMOUNT their headings, etc. If a very general	or miscellaneous record, detailed	information as to types of records	contained and dates covered by
each should be given. Unless contents	FAMILY GROUP IN	CORRECT ADDRESS other Forms 12-13HR, such forms st	ES. SHOWING PRYROLL hould be filled out and attached)
NUMBER, WELFARE !	YUMBER; OLD AGE	ASSISTANCE-ENTRY	Y-CHANGE-EMERGENCY
FUEL-ICE-CUT-OFFS	ALSO NAMES AND	Hudresses of Cu	ENTS, INCLUDING OLD
HNII NEW HIDRESS; S	EMI-MONTHLY GRAD	NTS SHOW AMOUNT	OR STATE-CITY-
TOT FILL AND MONTHLY, A	ONE TIME EMERGI	engy Payment; Numb	ER IN FAMILY (PAST
AND PRESENT), DATE OF	BIRTH, RACE, RE	LIGION; DATE ISSUE	D AND DATE EFFECTIVE
WPA Form 12-13HR-Revised	(See reverse s	ide)	16-6419

19	(For use in Florida.) Early imprints
	NECORTS OF ERCH PARTICULAR CLIENT.
	NOTE: - THESE FORMS WILL EVENTUALLY BE FILED WITH THE CASE HISTORY
	NOTE: - THERE ARE DIFFERENT COLORED FORMS USED FOR ERCH CLASSIFICATION
	· · · · · · · · · · · · · · · · · · ·
	Whether record is known to have been kept earlier than dates shown in item 2)
12.	Other information RECORDS AND CONTRINERS ARE IN EXCELSENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
	NEHR WEST WALL OF RECORD ROOM IN BASEMENT.
11.	Location by dates and quantities 1938 To DATE - 1-STEEL FILE DRAWER, LOCATE (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
10.	Size OF STEEL FILE DRAWER 6"x 9" x 24" AVERAGE 3000 DOCUMENTS
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
9.	Writing HANDWRITTEN ON TRINTED FORMS. (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	title and identification number)
8.	Indexing
	Arrangement ALPHABETICALLY By NAMES OF CLIENTS. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
_	
	RECORD SHOWING CHANGES AS REQUESTED AND NEW SOCIAL WORKER
	TO CHANGE OF AUDRESS, ALSO DEPARTMENT OF PUBLIC WELFARE OFFICE
	·

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

State MARYLAND	-
Name of agency or office DEPARTMENT OF PUBLIC WELFARE	
Address of office of custody 327 St. Paul Place (Office which made the record, if different)	
RECORD ROOM - BASEMENT.	
1. Title (OLD RGE PENSIONS PENDING) (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or other titles, list them with dates or other titles.	quantities
or both)	<u>-</u>
2. Dates. 1937	
(Earliest and latest dates; missing dates. Show exact date of breaks)	
3. Quantity 6-STEEL FILE DRAWERS (Number of volumes; file drawers; file boxes; bundles; other)	
	pe n .
4. Labeling URRWERS Nor LABELEII - DEF LINE 12-LIST OF URRWERS AS Number (Explain fully; years; numbers; letters; number of records so labeled)	34.£ 3.62.
5. Discontinued and missing records NONE (If record discontinued, give reason and state whether same information shown in	another
record. Explain why records are missing, if possible)	
6. Contents CONTINING SUPERVISORS INDEX CARDS OF OLD AGE PENSIONS (Purpose and general nature of record. Principal items of information shown. Summary of forms used in makin SHOWING NAME AND ADDRESS OF APPLICANT AND CASE NUMBER. ALSO their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates of	g record,
CARIS, SHOWING IDENTICAL INFORMATION, ALSO RECORD-OUT CARD, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and a	
cach should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and a CASE NUMBER; NAME OF APPLICANT: DATE ISSUED AND BY WHOM RECE	•
RECORDS CONTAIN FACE SHEETS GIVING APPLICANTS IDENTIFICATION	
HISTORY, APPLICATION FOR OLD AGE ASSISTANCE, C	ASE
HISTORY RECORD; SOCIAL SERVICE EXCHANGE IDENTIFICATION TO	ecorii;
INTAKE APPLICATION INTERVIEW RECORD, REFERENCES ESTABLISH	ING

				•					
									
		· .			·				
Ar	range	ment M	VMERIC	FLLY B	Y CASE NUM- by what? Numerically-	1BERS.	cally_hv wh		
		A/	·						
		(Self-con	tained—describe	what it shows.	If separate, fill out a fo	rm for it, and place	cross refere	nce here to that form	ı by
		identification	•		·····				
W 1	riting	HANZIN (Hand	RITTEN P written. Handy	7NI7 TYPE vritten printed for	TO ON PRINT	EII FORMS head. Typed. Type	PNJ / d printed fo	TAIN PAPE orm. Typed printed h	R. ead.
					ered by each kind of writin				
Siz	ze	OF STA	Of record or co	E DRAWE	R5 ///2"X /4 width, thickness or depth.	1" x 26/2" A	WERFIGE	E 275 Docu	117
		·			width, thiskness or depth.			RAWER.	
				ities <i>1937</i>	TO DATE - 6 - (Room. vault, wall-1 To om IN D	STEEL FILE N. E. S. W., section, b			ĘΏ
N.	EAR	NEST W	TECO	ities 1937 RECORD RDS AND	TO DATE - 6-	STEEL FILE N. E. S. W., section, b HSEMENT:	XCELLE		70
N .	her in	formation	TECO. (Condition	TECORII TECORII TECORII TECORII TECORII TECORII TECORII TECORII	(Room, vault, wall—) Room IN B	STEEL FILE N. E. S. W., section, b HSEMENT:	XCELLE		70
Ot	her in	formation	TECO. (Condition	TECORII TECORII TECORII TECORII TECORII TECORII TECORII TECORII	TO DATE - 6- (Room, vault, wall-1) TO OM IN B	STEEL FILE N. E. S. W., section, b HSEMENT:	XCELLE	ENT CONDIT	70
Ot	her in	formation	TECO. (Condition	RECORD RDS HN1 of record if not a kept earlier than	(Room, vault, wall—) Room IN B	STEEL FILE N. E. S. W., section, b PASEMENT S RRE IN E cords. Information o	XCELLE	ENT CON 2017 Sequent, or similar rec	70
Ot	her in	formation	TECO. (Condition	RECORD RDS HN1 of record if not a kept earlier than	(Room, vault, wall—) Room IN B	STEEL FILE N. E. S. W., section, b PASEMENT S RRE IN E cords. Information o	XCELLE	ENT CON 27.7 sequent, or similar rec 14699"	70
Ot	her in	formation	TECO. (Condition	RECORD RDS HN1 of record if not a kept earlier than	(Room, vault, wall—) Room IN B	STEEL FILE N. E. S. W., section, b PASEMENT S RRE IN E cords. Information o	XCELLE	ENT CON 2017 Sequent, or similar rec	70
Ot	her in	formation	TECO. (Condition	RECORD RDS HN1 of record if not a kept earlier than	(Room, vault, wall—) Room IN B	STEEL FILE N. E. S. W., section, b PASEMENT. 3.5 ARE IN Ecords. Information of 14400 14700 15076 15318	XCELLE	ENT CONDIT sequent, or similar rec 14699" 15075 15284	70
M. Ot	her in	formation	TECO. (Condition	RECORD RECORD RDS AND of record if not a NE 4:- kept earlier than RRHWER	(Room, vault, wall—) Room IN B	STEEL FILE N. E. S. W., section, b PSEMENT. 33 ARE IN Ecords. Information of 14400 14700 15076 15318	To To To To	ENT CONDIT sequent, or similar rec 14699" 15075 15284	70
N .	her in	formation	TECO. (Condition	RECORD RECORD RDS AND of record if not a NE 4:- kept earlier than RRHWER	(Room, vault, wall—) (Room, vault, wall—) (Room IN B) CONTRINER cod. Relation to other re dates shown in item 2) — ARBELE 4	STEEL FILE N. E. S. W., section, b PASEMENT. 3.5 ARE IN Ecords. Information of 14400 14700 15076 15318	To To To To	ENT CONDIT sequent, or similar rec 14699" 15075 15284	70

(Date

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfare (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St, Paul Place (Name of building, room number, street address)
1. Title Old Age Records - Dead (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. 1930
(Earliest and latest dates; missing dates. Show exact date of breaks) 3. Quantity H Steel file drawers; 3 Cardboard transfer cases. (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Not labeled (List of file drawers on attached addends sheet (Explain fully: years: numbers; letters; number of records so labeled)
5. Discontinued and missing records(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Individual records of persons who have received oldage pensions. (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
now deceased: including application for old age relief: report their headings, etc. If a very general or miscellaneous ecord, detailed information as to types of records contained and dates covered by
on application for Old Age Relief: Old Age Assistance. Entry Ticket each should be given. Unless contents of these records are described by other Forms R-13HR, such forms should be filled out and attached)
Old Age Assistance Change Tienet; Old Age Assistance Cut Off
Ticket: Social Service Exchange Identification Report; Death
Report; Memorandum of monthly grants; Certification as
to residence; Marriage Report; family status asta
employment and earnings; social workers investigations

		(Author) (Publisher)
13.	6. (For use in Florida.) Early imprints	
		·
		(7)
	respecting clients family stat	45, residence, earnings, insurance etc.;
		of Public Welfore and out side sources
		eld, to the Department of Public Welfare
	Whether record is known to have been kept earlier than dates sho	wn in item 2)
12.	2. Other information (Condition of record if not good. Re	lation to other records. Information on prior, subsequent, or similar records.
	in record room (in Cellar) .
11.	L. Location by dates and quantities 1930 - 702	OFF. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	(Of record or container. Height, width, t	overage 15 papers per case.
10.). Size of file drowers 11/2×14	"X262" Average 175 Cases per drawer, hickness or depth. Average number of pages or documents)
	ond on printed forms. Printed. Photostat. Other. Give months and years covered by	angle kind of writing)
9.	9. Writing Typed and handwriten. Handwritten printed form. Ha	tten on plain paper printed heads ndwritten printed head. Typed printed form. Typed printed head.
	title and identification number)	
	3. Indexing None	ate, fill out a form for it, and place cross reference here to that form by
7.	7. Arrangement Alph. by nomes of (Chronologically—by whi	t? Numerically—by what? Alphabetically—by what?)
		ver all financial and insurance (line 12
	address, letters of references;	Hospital Dispensary Reports;
	•	t, change in family group, incorrect
		es in amount to less income,
· 6.	•	ary of case; grant authorizations
	6 Contents continued and succession	

(Old Age Records - Dead) Continued from line 4 ~ list of file drawers

Achmon -Byrnes Cadell -Steel file drawers Dyson Eogan ~ Guy Hackett -149 Jackson -Lynch Cardboard transfer Cases Mc Allister -Dwings Pankroth -Shulkraut

Note: The above file drawers are not labeled.

THE VOLUMES FORM—Continued

10.	Size
	(neight, width, and thickness, and average number of pages, by uniform groups)
	·
11.	Location by dates and volume numbers(Buildings and rooms or vaults)
	·
•	
12.	Subtitle divisions by dates and volume numbers
13.	Other information
-	
- -	
	
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	······································
	·
	U.S. GOVERNMENT PRINTING OFFICE 16—4954

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Sounty DALTIMORE	CITY State MARYLAND
Name of agency or office	EPARTMENT OF PUBLIC WELFARE (Office of custody) (Office which made the record, if different)
A.J	(Office of custody) (Office which made the record, if different)
•	(Name of building, room number, street address) EFCORD ROOM - BASEMENT
1. Title SERMEN	
(dive present fun title in	quotes, assigned little, it any, in brackets. If record has had other titles, list them with dates or quantities
or both) 2. Dates 1938,	
	(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Z-CRRD-B	
4. Labeling Boxes LABE	(Number of volumes; file drawers; file boxes; bundles; other) "A-K" "LED WITH INCLUSIVE LETTERING BOX LABELED "A-K" (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing	records NONE
	(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are m	issing, if possible)
6. Contents CONTAINS R	RECORD OF SERMEN ASSIGNED TO W.RR. OR REFERRAL al nature of record. Principal items of information shown. Summary of forms used in making record.
To THE W. P. A. M.SO their headings, etc. If a very gene	OF SERMEN WHO HAVE WORKED ON THE W.P.A. CARDS eral or miscellaneous record, detailed information as to types of records contained and dates covered by
SHOW DATE OF REFE each should be given. Unless conto	TRARL: NAMEAND ADDRESS OF SEAMEN, RACE; CASE NUMBER ents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
NAME OF PERSON F	AVAILABLE FOR W.P.A., SOCIAL SECURITY NUMBER, TIATE
RECEIVED, DATE AS	SIGNED TO PROJECT, PROJECT NUMBER, CLASSIFICATION
WORK; TATE OF CO	ut-off find Reason—In front of Box contains cases
ASSIGNMENTS PEND	ING OR CRSES WHICH HAVE BEEN RETECTED.

	•		-	- -
·			- -	
			·	
				
Arrangement ALPH	IABETICALLY BY	Nome OF AP	PLICANTS	
		by what? Numerically—by w	PLICAN75 (hat? Alphabetically—by what?)	
Indexing Now	E		or it, and place cross reference he	
, (Self-contained		separate, fill out a form fo	or it, and place cross reference he	re to that form
title and identification numb			·	
Writing 77P	DON PLAIN C.	ARIIS	· · · · · · · · · · · · · · · · · · ·	
(Handwritte	en. Handwritten printed form	. Handwritten printed head	. Typed. Typed printed form.	Typed printed h
Printed. Photostat. Other.	Give months and years covere	ed by each kind of writing)	-	
Size <i>OF CARD-BOR</i>	/		VERFIGE 800 CARDS	Pan R
		dth, thickness or depth. Ave	rage number of pages or documents	9
Location by dates and	 d quantities / <i>9387</i> 2	IHTE-Ž - CARD-B	ORFI BOXES LOC	 9728 O
Location by dates and	l quantities 19387	IFFE 2 - CARD B (Room, vault, wall—N. E. ER OF TRECORT	OBED BOXES LOC S. W., section, bin, shelf, cabinet, of TROOM IN BASE	FTEB O
Location by dates and	I quantities 19387	PHE-2 - CHED B (Room, vault, wall—N. E.	ORRD BOXES LOCK S. W., section, bin, shelf, cabinet, of TROOM IN BASE	FTEB O
NORTH WALL	N WEST CORN	ER OF RECORD	Room IN BASE!	YENT.
North WALL /	N WEST CORNA	ER OF TECORI NTAINERS ARE	ORRD BOXES LOCK S. W., section, bin, shelf, cabinet, of TROOM IN BRSEI IN EXCELLENT CON Information on prior, subsequent	TENT.
North WALL /	N WEST CORNA	NTAINERS FIRE	Room IN BASE!	TENT.
North WALL /	N WEST CORNA	NTAINERS FIRE	Room IN BASE!	TENT.
North WALL /	N WEST CORNA	NTAINERS FIRE	Room IN BASE!	TENT.
North WALL /	N WEST CORNA	NTAINERS FIRE	Room IN BASE!	TENT.
North WALL /	N WEST CORNA	NTAINERS FIRE	Room IN BASE!	TENT.
North WALL /	N WEST CORNA	NTAINERS FIRE	Room IN BASE!	TENT.
North WALL /	N WEST CORNA	NTAINERS FIRE	Room IN BASE!	TENT.
North WALL /	N WEST CORNA	NTAINERS FIRE	Room IN BASE!	TENT.
North WALL /	N WEST CORNA	NTAINERS FIRE	Room IN BASE!	TENT.
North WALL /	N WEST CORNA	NTAINERS FIRE	Room IN BASE!	TENT.
North Wills /	N WEST CORNA	NTAINERS FIRE	Room IN BASE!	TENT.
North WALL /	N WEST CORNA	NTAINERS FIRE	Room IN BASE!	TENT.
Other information II Whether record is known to (For use in Florida.)	N WEST CORNA	NTRINERS FIRE Relation to other records. Ses shown in item 2)	NEXCELLENT CON Information on prior, subsequent	TENT:

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

Tame of agency or office Department of Public Welfare, (Office of custody) (Office which made the record, if lifterent)
ddress of office of custody 327 St. Paul Place, (Name of building, room number, street address)
1. Title "Street File" (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both) 2. Dates. 1930
3. Quantity 18 Steel file drawers (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling See addenda sheet-List of file drawers as labeled. (Explain fully; years: numbers; letters; number of records so labeled) 5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
6. Contents Record of Clients residence; respecting (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, Persons receiving Old Age Pension, Assistance to Blind, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
Assistance to Dependent Children and persons in each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached) Civilian Conservation Corps; cards show name of
street, house number, name of client, classification of case and case number.

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	· · · · · ·			
		•		
Arrangement	Alph. by no	mes of clients	Alphabetically—by what?)	
Indexing	None			
(Self-co	ontained—describe what it sh	nows. If separate, fill out a form for it,	and place cross reference here to that form	by
title and identificatio	,			
Writing(Han	Typed on Handwritten prin	ruled cards	ped. Typed printed form. Typed printed her	
Printed. Photostat.	Other. Give months and year	ars covered by each kind of writing)	arada 2000 carde and d	
Size of file	(Of record or container. H	leight, width, thickness or depth. Average r	erabe 2000 cards per d	rau
				-
		•		
	101			
Location by date	es and quantities/93	30-To DATE - 18 stee (Room. vault, wall—N. E. S. W.,	el file drawers or section, bin, shelf, cabinet, on floor))
west wa	Il in recor	d room in cellar	······································	
Other information	on Records a	nd equipment in effort for the following soul. Relation to other records. Info	•	
Other information	Il in recor	nd equipment in effort for the following soul. Relation to other records. Info	······································	
Other information	on Records a	nd equipment in effort for the following soul. Relation to other records. Info	······································	
Other information	on Records a	nd equipment in effort for the following soul. Relation to other records. Info	······································	
Other information	on Records a (Condition of record if	nd equipment in effort for the following soul. Relation to other records. Info	excellent condition rmation on prior, subsequent, or similar recor	
Other information	on Records of (Condition of record if	nd equipment in end equipment in end rood. Relation to other records. Information than dates shown in item 2)	excellent condition rmation on prior, subsequent, or similar record	
Other information	on Records of (Condition of record if	nd equipment in end and Relation to other records. Information than dates shown in item 2)	excellent condition rmation on prior, subsequent, or similar recor	
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Other information Whether record is known	on Records a (Condition of record if own to have been kept earlier	nd equipment in end and equipment in end records. Information to other records. Information than dates shown in item 2)	excellent condition rmation on prior, subsequent, or similar record	
Other information Whether record is known	on Records a (Condition of record if own to have been kept earlier	nd equipment in equation to other records. Information than dates shown in item 2)	excellent condition rmation on prior, subsequent, or similar record	

"Street File"

continued from line 4 --- List of steel file drowers as labeled Street File Abbott - Bongor Bank - Bosworth Bouldin- Carlton Caroline-Clearview Clement - Druid Hill Druid Park-Eugene Eutow - Franklin Franklintown - Grund Guilford - Hollins Homestead-Lawrence Leadenhill-Lynne Maccubbin-Mill Roce Milton - Norwood Oak - Philadelphia Piedmont - Riverside Robb- Stirling Stockton-Whittier Wickes-Young and Numbered Streets.

WPA Form 16HR

WORKS PROGRESS ADMINISTRATION

SURVEY	OF	STATE	AND	LOCAL	HIST	ORICAL	RE	CORDS:	1936
				HISTO	RICAL	RECOR	DS	SURVEY	7
		ame of State)					_ ~		-

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THE PAINTINGS AND STATUARY FORM

_						
Co	County	City or town	-			
Αę	Agency or department					
	Bureau					
Name of other owner, if any						
	Name of building	(Street address)				
1.	1. Item or items	(Paintings, etchings, drawings, statues, etc.)				
2.	2. Title or subject					
	3(Number of items)					
4.	4. Indicate by an (x) whether: Oil (), we photostat (), mounted (), framed (cayon (), $\operatorname{pen-and-ink}$ (),			
5.	5. Condition of work					
6.	6. Artist	(Publisher or engraver)	(Place of publication)			
7.	7. Location	(Rooms and vaults, corridors, parks, etc.)				
8.	8. Other information					
			·			
	U.S. G	OVERNMENT PRINTING OFFICE 16—4925				



12-15-38

Z7

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

mo of ameri	State MARYLAND
	cy or office DEPARTMENT OF PUBLIC WELFARE (Office of custody) (Office which made the record, if different)
dress of offi	ce of custody 327 St. PAUL PLACE
	RECORD ROOM - BASEMENT.
. Title (G	TREET INDEX FILE-GENERAL PUBLIC HSSISTANCE) live present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quanti
or both) Dates. 19	/42
Dates!.7	(Earliest and latest dates; missing dates. Show exact date of breaks)
Quantity !	65 - Steel File Drawers
•	(Number of volumes; file drawers; file boxes; bundles; other)
Labeling 4	PRAWERS LABELET AS SHOWN ON ADDENTA SHEETS (Explain fully; years; numbers; letters; number of records so labeled)
Dincontinu	• /
Discontinu	ied and missing records
	·
record. Exp	olain why records are missing, if possible)
Contents Con	CONTRINING STREET INDEX FILE OF CLIENTS RECEIVING GENERAL (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. HSSISTANCE: SHOWING STREET NAME, STREET NUMBER: CLIE gs, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered AND JATES OF REMOVALS.
Contents Con	CONTRINING STREET INDEX FILE OF CLIENTS RECEIVING GENERAL (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. ### STREET NUMBER. CLIENTS RECEIVING GENERAL CLIEN
Contents Con	CONTRINING STREET INDEX FILE OF CLIENTS RECEIVING GENERAL (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. HSSISTANCE: SHOWING STREET NAME, STREET NUMBER: CLIE gs, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered AND JATES OF REMOVALS.
Contents Con	CONTRINING STREET INDEX FILE OF CLIENTS RECEIVING GENERAL (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. HSSISTANCE: SHOWING STREET NAME, STREET NUMBER: CLIE gs, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered AND JATES OF REMOVALS.
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6.	Contents—continued	l	<u> </u>	·
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_		•		·
7.	Arrangement HLPH	(Chronologically	y STREET NAMES by what? Numerically—by wha	Sat? Alphabetically—by what?)
8.	Indexing None	5 	= <u>\.</u>	·
	(Self-contained	d-describe what it shows. If	separate, fill out a form for	it, and place cross reference here to that form by
	title and identification num	ber)		
9.	•		FARDS	
٠.	(Handwritt	en. Handwritten printed form	. Handwritten printed head.	Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other.	. Give months and years covere	ed by each kind of writing)	
0				16" RVFRAGE 1500 CERTS
	(Of r	ecord or container. Height, wi	idth, thickness or depth. Avera	6" AVERAGE 1500 CARDS
			PER DRAWE	ER (SIZE OF CARDS 3"X5")
	NEAR EAST	VALL OF RECO	RD ROOM BAS	EMENT.
l 2.	Other information \overline{A}	ECORDS AND C	CONTRINERS FI.	RE IN EXCELLENT CONDIT. Information on prior, subsequent, or similar records.
	Whether record is known to	have been kept earlier than dat	tes shown in item 2)	
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9	(For use in Floride)	Fouly immui-4-		
υ.	(For use in Florida.)	Early Imprints	(Author)	(Publisher)
			·	
	(Place of	publication)		(Date of publication)

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65 .. 5

40 STEEL FILE TRAWERS LABELED AS FOLLOWS:

ABBINGTON AVENUE ANN STREET 70 ANNABELLE AVENUE 70 AVONDALE AVENUE BAKER STREET BARNEY STREET To BENSON AVENUE BARRE STREET To BIDDLE STREET BENTALAU STREET Ta BINNEY STREET BoyLE STREET To BRABANT ROAD 70 BRUCE STREET CALVERT STREET BRUCE TERRACE To COLLECTT STREET CHURCH AVENUE To CABLE ROAD To CARDIFF FIVENUE CHREY STREET CARROLLTON AVENUE T0 CARSDALE AVENUE CHAPEL GATE LANE 70 CHARLES STREET CHRISTOPHER AVENUE 70 COLLINGTON FIVENUE CULVER STREET 70 CUMBERLAND STREET DELMONT STREET. 72 DENMORE STREET DRUID HILL AVENUE 70 DRUID PARK DRIVE To EARECKSON . PLACE ERST AVENUE EDMONDSON AVENUE 70 EDYTHE STREET ETHLAND AVENUE 76 ETTING STREET FAIROAK AVENUE 70 FAIRVIEW AVENUE FAYETTE STREET 70 FRANKFORD AVENUE FEAR AVENUE 70 FRANKLIN STREET FRONT STREET To FULTON AVENUE GILMOR STREET 70 GILMOR STREET GREENHILL AVENUE 70 GREENMOUNT FIVENUE HAMPDEN AVENUE 70 HAMPUETT ROAD HAY'S STREET 70 HAYWARD AVENUE HIGHWOOD AVENUE 70 HILL STREET HOPE STREET 73 HOPEWELL STREET JAYNE STREET 70 JEFFERSON STREET KESWICK ROAD 76 KEY AVENUE LANSING AVENUE 70 LANVALE STREET LELAND AVENUE 70 LINA COURT LEMMON STREET 78 LINCOLN AVENUE LORD STREET, 70 LORMAN STREET MADISON AVENUE 70 MAEMPLE LANE MATTHEWS STREET 70 MATTFELDT AVENUE MONTFORD AVENUE 70 MONTGOMERY STREET MOTT STREET 70 MOUNT STREET MULBERRY STREET. To

(STREET INDEX FILE)

25 STEEL FILE DRAWERS LABELEU AS FOLLOWS:

The second secon		
MULLIKIN STREET	To	MSELDERRY STREET
MEHENRY STREET	70	Norris Street
NORTH AVENUE	To	OLDHAM STREET
OLD YORK ROAD	To	OXFORD STREET
PACA STREET	70	PATON AVENUE
PHITERSON PARK AVENUE	e 70	PERKINS AVENUE
PERLMAN PLACE	To	PORT AVENUE
PORTLAND STREET	た	PRESSMAN STREET
PRESTON STREET	70	PURITAN STREET
QUAIL STREET	To	QUINTON STREET
RACE STREET	70	RIDGECROFTROAD
RIDGEHILL AVENUE	70	ROLAND HEIGHTS AVENUE
ROLLING ROAD	<i>7</i> o	RYAN STREET
ST. AMBROSE STREE	r 70	SARAH ANN STREET
SFIRATOGA STREET		SHERWOOD AVENUE
SHIELD'S PLACE	70	STERRETTPLACE
STEVENSON STREET	76	SYCAMORE STREET.
THOMH STREET	To	TYSON STREET
UFFINGTON ROAD	70	UTAH STREET:
VAIL AVENUE	To	VONDERHORST LANE
WAESCHE STREET	To	WESLEY AVENUE WILSON AVENUE
WEST STREET	70	WILSON FIVENUE
	To	WYOMING STREET
WILTON HEIGHTS	To	V TOWN FIVENUE
Y. ALLEY		FLOURY FLOST STREET - NUMBER STREETS
FIRST STREET	To	part with the

TOTAL 65 - STEEL FILE DRAWER.

(Data)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL PECOPOS SURVEY: 1027

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

	BALTIMORE CITY State MARYLAND
	me of agency or office DEPARTMENT OF PUBLIC WELFARE
Ad	dress of office of custody 327 St. PAUL PLACE
	RECORD Room - BASEMENT.
1.	Title MAP OF BALTIMORE CITY-PREPARED BY THE BUREAU OF (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	PLANS AND SURVEYS IN 1933"
2.	Dates 1933
	(Earliest and latest dates; missing dates. Show exact date of breaks) Quantity 1 - MAP (PRIMED)
3.	(Number of volumes: file drawers; file boxes; bundles; other)
4.	Labeling #5 SHOWN ON LINE 1. (Explain fully; years; numbers; letters; number of records so labeled)
5.	Discontinued and missing records
	(If record discontinued, give reason and state whether same information shown in another
	(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
6.	
6.	record. Explain why records are missing, if possible) Contents FOLITICAL MAP SHOWING WARDS AND DISTRICTS ARRANGED
6.	Contents Political Map Showing Wards and Jistricts Arranged (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. HCCORDING To Social Workers Assignments of Case Load. Including their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
6.	record. Explain why records are missing, if possible) Contents Folitical Map Showing Wards and Districts arranged (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. ACCORDING TO SOCIAL WORKERS ASSIGNMENTS OF CASE LOAD INCLUDING
6.	record. Explain why records are missing, if possible) Contents Political Map Showing Wards and Districts arranged in making record, (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, in their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by CEMETERIES. CITY PROPERTIES. TUNNELS: SEMI-PUBLIC PROPERTIES: SCHOOLS, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
6.	Contents FOLITICAL MAP SHOWING WARDS AND DISTRICTS ARRANGED (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by CEMETERIES, CITY PROPERTIES, TUNNELS, SEMI-PUBLIC PROPERTIES, SCHOOLS, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached) ENGINE HOUSES AND OTHER PROPERTIES OF THE MAYOR FIND CITY COUNCIL
6.	Contents FOLITICAL MAP SHOWING WARDS AND DISTRICTS ARRANGED (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, **RCCORDING TO SOCIAL WORKERS ASSIGNMENTS OF CASE LOAD, INCLUDING their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by CEMETERIES, CITY PROPERTIES, TUNNELS, SEMI - PUBLIC PROPERTIES, SCHOOLS, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached) ENGINE HOUSES AND OTHER PROPERTIES OF THE MAYOR AND CITY COUNCILL OF BANDMORE CITY, ALSO U.S. GOVERNMENT, STATE AND SEMI-PUBLIC

Other informat Whether record is k NOTE -	(Condition of the control of the con	TED CO	OWN IN Item 2) CORT - LUE CORT - ORD - O	HALTIMORE EMI FAMILY WELF ON WITH CINE	ERGENCY RELIEF CO PRE ASSOCIATION OF PUBLIC WELFAN DEX OF
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Other informat Whether record is k	(Condition o	of record if not good. Recept earlier than dates sh	elation to other records. I	nformation on prior, subse	
Other informat	(Condition o	of record if not good. Re	elation to other records. I	nformation on prior, subse	quent, or similar records.
Other informat	(Condition o	of record if not good. Re	elation to other records. I		quent, or similar records.
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	FFICE OF	•			1 IN BASEMEN
Location by dat	tes and quantit	ties /933 To	DATE - 1-P)	W. section bin shelf cab	LOCATED IN
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	(Of record or con			17	ments). '''70 1000 FEET.
Printed. Photostat. Size <i>OF PRIN</i>		ths and years covered by	each kind of writing) MountEU ON C thickness or depth. Average	OMPOSITION	Board. And
			undwritten printed head.	Typed. Typed printed for	m. Typed printed head.
title and identificat Writing _ <i>FRL</i>	NTED MAP	7			
(Seli-	-contained-describe	what it shows. If sepa	rate, fill out a form for i	t, and place cross referen	ce here to that form by
Indovina No.	d E		rate, fill out a form for		
Arrangement /	NUMERICALI	y By SociA	1. WORKER'S That? Numerically—by wha	DENTIFICATION	Number.
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IDENTIFIC	BATION NO	UMBERS AN	I ASSIGNMEN	V73.	·
		CONTHINS	THUMB-THO	KS OF SociF	II. WORKERS
	tinued ALSC	MATTINE			
	tinued <i>.Ak&C</i>	CONTRINA			

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(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

RII	,		Λ.	л _г	<u> </u>	*
County 1201 t	imore	<u> </u>	State	lorylan	٥	
Name of agency	or office Dep	partme	nt of F	Public W	lelfare.	
i valie of agoney	3. 3	(Office of		ch made the record, if o	lifferent)	- 0
Address of office	of custody 32	7 St. Pa	(Name of building, ro	e (registro	r of Record	& Uffice
		<u> </u>	(Traine or barraing) To	munioci, su cei addi	COO	
(1	1 (
1. Title	General Present full title in quotes	s: assigned title. if any	in brackets. If reco	MCC)	list them with dates or	r quantities
(•			•
or both)	a / _					,
2. Dates. 193	<u> </u>	(Earliest and latest dat	tes · missing dates Sh	nw eyect date of break		
3. Quantity			wers	, chact date of pream	•,	
5. Quantity				e boxes ; bundles ; other	·)	
4. Labeling	Not lal	beled		·		
			rs; numbers; letters; n	umber of records so la	beled)	
5. Discontinued	d and missing reco	rdsl	continued, give reason	and state whether san	ne information shown i	n another
		•				
record. Explain	n why records are missing,	, if possible)	•			
6. Contents	Jorreson	ndence	to and	d from	various	
o. Contents	Orresoo (Purpose and general nati	ure of record. Princip	pal items of informat	on shown. Summary	of forms used in mak	ing record,
reliet	organiz	ations	out of	town pe	ertoinin	ó to
their headings,	etc. If a very general or	_ 1 • •	, detailed information	1 ^ ·	. I	Sovered by
each should be	given. Unless contents o	of these records are de	scribed by other Form	he Uepav 3 12-13HR, such forms	should be filled out and	d attached)
Public	Welfare.	also in	Format	ion per	taining	to
1			L.		9	
set up	of oth	er relie	t organ	120t10H	s: corresp	DNOGNCE
regard	ling emp	ploymen	t; bullet	tins per	taining	to
	es, rules o	•	. /	. '		
	ions in D		1 -0			Lac

6.	Contents—continued of committee and staff meetings:
	copies of probotion reports from Supreme Bench
	respecting bostardy and non-support cases; personnel
	history records.
7.	Arrangement Alph. by names of organizations or subjects. (Chronologically—by what? Numerically—by what?)
	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
9.	writing Typed and handwritten on plain paper, printed (Handwritten, Handwritten printed form, Handwritten printed head, Typed printed form, Typed printed head.
	heads and on printed forms. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of steel file drawers 11/2 × 14×26 Average number of pages or documents) (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11.	Location by dates and quantities 1937 to date, 2 drawers on south woll in Registrar of Records Office - in cellar
12.	Other information Records and equipment in excellent (Condition of record if not good. Relation & other records. Information on prior, subsequent, or similar records.
	Condition. Whether record is known to have been kept earlier than dates shown in item 2)
	·
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)

Kova	Ka-	Sc	ott
•	/Worker	r'e full n	(ama

1-3-39

30

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County	Baltimore Ci	tu	State Mary	iland	
, -	agency or office Depo	rtment o	of Public	Welfare	
	of office of custody 327	St.Paul P	Office which made to the of building, room number	the record, if different) ar of Records er, street address)	Office
1. Title	Case History Rec	ords - Forme 1	relief c	lients now on s	stoff,
also	persons on W.P.	A. projects	n Dept. of 1	Public Welfore)
2. Dates	; 1937 (E	arliest and latest dates; mi	ssing dates. Show exact	date of breaks)	
3 Quan		drawer		,	
	ing Not labeled	(Number of volumes;	file drawers; file boxes;	bundles ; other)	*
T. Laber	III	(Explain fully; years; nun	nbers ; letters ; number of	records so labeled)	
5. Disco	ntinued and missing record	ls None			
		(II record discontinu	led, give reason and stat	e whether same information sho	wn in another
recore	d. Explain why records are missing, it	f possible)			
out	(Purpose and general natur	record of w	nt of information shows	n. Summary of forms used in hind out and	making record.
each	should be given. Upless contents of ent); Social	these records are described	by other Forms 12-13H		t and attached)
1 1	lication for re		a de la companya de	,	
	rhers investig	^			
	respondence	. —	,		
rep	ort; dispensar	y report;	reference	s regarding	<u> </u>
WPA Form	12-13HR—Revised	(See revers	e side)		166419

13.	(For use in Florida.) Early imprints (Author) (Publisher)
13.	(For use in Florida.) Early imprints
	<u> </u>
	Whether record is known to have been kept earlier than dates shown in item 2)
	condition.
12.	Other information (CCOrds and equipment in excellent Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Ω
	1-6
:	wall in Registrar of Records Office - in cellar,
11.	Location by dates and quantities 1937 to date 1 steel drawer on south
	(Average 25 papers per case)
LV.	(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
ıΛ	Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of File drougers 1/41/426 Angels Cases
	heads and printed forms.
9.	Writing Typed and handwritten on plain paper, printed (Handwritten, Handwritten printed form, Handwritten printed head, Typed printed form, Typed printed head.
	title and identification number)
0.	Indexing(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	(Chronologically—by what? Numerically—by what? Alphabetically—by what?)
7.	Arrangement Alph. by names of clients
	entry ticket for relief; employment entry ticket.
	Accident Lommission respecting injuries while employed;
(reports; insurance reports; reports from State Industrial
(
6	
	over all finances and insurance to Dept. of Public Welfare; employer

** INDEX OF **

DEPARTMENT OF PUBLIC WELFARE-OUT-OF-TOWN INQUIRY OFFICE
No.331 St. Paul Place.

SERIAL NO.	SERIAL DATES	S-U-B-J-E-C-T.	YEAR AFFECTED
60	3-10-39	(Out-Of-Town Inquiries-Card Record)	1929
61	3-13-39	(Out-Of-Town Inquiries-Correspondence File-Completed Investigations of Cases)	1929
62	3-13-39	(Out-Of-Town Inquiries-Correspondence File-Awaiting Final Investigations) "Pending Inquiries"	1938
63	3-13-39	" Transportation"	1926
64	3-10-39	(Transportation and OUT-Of-Town Inquiries-Monthly Reports of Investigations)	1937
65	3-10-39	" Transient Bureau Records"	1933

(Form identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

County Baltimore City State Maryland
, · · · · · · · · · · · · · · · · · · ·
Name of agency or office Department of Public Welfare. (Office of custody) (Office which made the record if different)
Address of office of custody O.T. I. (Out of Town Inquiries) Office, 331 St. Paul Place. (Name of building, room number, street address)
(Name of building, room number, street address)
1. Title (Out of Town Inquiries - Card Record) (Give present full title in quotes : assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. 1929
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Cardboard file boxes. (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling 10 boxes (1929) a beled as follows (Continue on line 12) (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
· · · · · · · · · · · · · · · · · · ·
6. Contents Out of Town Inquiries record hept for general (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.)
reference purposes respecting relief clients that their headings, etc. If a very general or miscellaneous record detailed information as to types of records contained and dates covered by
have moved to and from Boltimore City and used for
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
investigation and information purposes; card record shows
month, date and year; name of party being investigated;
color; legal residence of party (if any); classification of
assistance being granted; name and place inquiry emanated
of relief organization, institution or agency; reference as

. Contents—continued	to addre	ss or visit	; social workers' name	
•			. investigation of case.	
	•	. ,	dence file for reference purpos	
when re-inq	uiries are	made of	the party and involve inv Gont. on line 12 istablishment of Residence, Non-Re	estigatio
			being investigated. —by what? Alphabetically—by what?)	
Indovina No	ne			•
(Self-containe	ed—describe what it show	s. If separate, fill out a f	orm for it, and place cross reference here to that form by	
title and identification num . Writing	•	n cords	d head. Typed. Typed printed form. Typed printed head.	
Printed. Photostat. Other	. Give months and years	covered by each kind of writ	ing)	
(Of		tht, width, thickness or deptl	Auerage 1000 cards per box Average number of pages or documents)	
on south wall			Cardboard boxes on table, -N. E. S. W., section, bin, shelf, cabinet, on floor) office.	 · -
Other information	Records and	d containers	are in excellent condition records. Information on prior, subsequent, or similar records	
It is not known the			r to 1929.	
Continued fro				
A - Brou	G-Hi	Mi-P	(W-Z	
Brown - C	Ho-K	Q - Sme) 1 box (1938 to date, pendir	<u>1</u> 6
D - F	L-Me	Smi-V	investigations), not labe	S
contid. from line	e 6 C.C.C	Aid to Depend	ent Children, General Public Assist	ance,
History and Mis		· .	•	
		(Author)	(Publisher)	
(Place o	of publication)		(Date of publication)	

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfore (Office of custody) (Office which made the record) if different)
Address of office of custody O.T. I. Out of Town Inquiries Office 331 St. Paul Place (Name of building, room number, street address)
1. Title Cout of Town Inquiries - Correspondence File- (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
Completed Investigations of Cases)
2. Dates 1929
(Earliest and latest dates: missing dates. Show exact date of breaks)
3. Quantity 1 Steel file drawers (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling See addenda sheet for list of drawers as labeled. (Explain fully; years; humbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Correspondence to and from this office respecting (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
out of town inquiries of destitute persons having received oic their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
information regarding classification and cost of
assistance; social workers investigation reports and
replies to inquirers; including marital status reports,
identifications, verifications of legal residence; letters stamped
showing dates received in this office; above records are used

13.	(For use in Florida.) Early imprints (Author) (Publisher)
13	
,	
	Whether record is known to have been kept earlier than dates shown in item 2)
2.	Other information Records and equipment are in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	file drawers on south wall in Out of Town Inquiries Office.
l 1 .	Location by dates and quantities 1929 to date (drawers labeled 1936 to date), 11 Steel (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	CHORY AVE TO OCCUMENTS PET COSC 7
٠,٠	Size of steel file drawer 11"x14"x 26" Average 5000 papers per drawe (Of record or container. Height, width, thickness or depth. Average number of pages or documents) (Average 10 documents per case)
٥	
	(Handwritten Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head. forms and plain paper. Printed. Photostat. Other. Give months and years covered by each kind of writing)
9.	writing Typed and handwritten on printed heads, printed (Handwritten, Handwritten printed form, Handwritten printed head. Typed printed form. Typed printed head.
	used as cross reference index to cords are, chron, by dates of corre
	Indexing This record supports out of Town Inquiries Cord Record (Serial # (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
7.	Arrangement Folders arr, dlph. by names of persons investigated. (Chronologically—by what! Numerically—by what? Alphabetically—by what?)
	······································
	contain correspondence dotting from Jon. 1929 to 1936.
	of case made. Records in four drawers labeled 1936,

(Out of Town Inquiries - Correspondence File)

Continued from line 4

Drawers labeled as follows

D.T.1. A-Corr 1936

OT.1. Cors - Harro 1936

OT.1. Hart - Mez 1936

O.T.I. Mia - SEK 1936

O.T.I. Sel - 2 1936

O.T.I. A-J 1937

O.T.1, K-2 1937

O.T.I. A-MCM 1938

O.T.I. M-2 1938

O.T.I. A-McM 1939

QT.1. M-Z 1939

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfare (Office of custody) (Office which made the record, if different)
Address of office of custody O.T.I. Out of Town Inquiries Office) 331 St. Paul Place (Name of building, room number, street address)
1. Title Out of Town Inquiries - Correspondence File - Awaitin (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities Final Investigations) Pending Inquiries
9 Dates 1939 —
(Earliest and latest dates; missing dates. Show exact date of breaks) 3. Quantity 1 Steel file drower
4. Labeling Drawer labeled Pending Inquiries (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None.
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Correspondence awaiting final investigations (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, respecting out of town inquiries of destitute their headings, etc. If a Sery general or miscellaneous record, detailed information as to types of records contained and dates covered by
persons seeking aid and transportation to their each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
legal residence, also information regarding classification
and cost of assistance; memoranda of social workers
investigation and reply to inquirer, including marital
status and identification reports; l'etters stamped
showing dates received in this office; above records

7. Arrangement Tolders are alph. by names of persons being investigate. (Coronologically-by-what?) Numerically-by-what? Alphabetically-by-by-hat?) 3. Indexing This record appears to the tolder of the person of t				•	reference pur L'investigations	•
3. Indexing This record supports Out of Town Inquiries Card Record (Self-contained-describe what it shows It separate, fill out a form for it, and blace cross reference here to that form In. records to a form inquiries; indexed chard by dates correspondence receives this office. 3. Writing Tuped and handwriten printed form. Handwritten printed head. Typed printed form. Typed printed head forms over this office. 4. Writing (Bahabritan. Handwriten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head forms over the printed head. Typed. Typed printed form. Typed printed head forms over the printed head. Typed. Typed printed form. Typed printed head forms over the printed head forms over the printed head. Typed. Typed printed form. Typed printed head forms over the printed head. Typed. Typed printed form. Typed printed head forms over the printed head forms over the printed head. Typed. Typed printed form. Typed printed head forms over the printed head forms over the printed head forms over the printed head. Typed Typed printed form. Typed printed head forms over the printed head forms over the printed head. Typed Typed Typed printed form. Typed printed head forms over the printed head			·			·
Indexing This record supports Out of Town Inquiries Card Record (solf-contained-describe what it above If separate, fill out a form for it, and place cross reference here to that form in regards to prince inquiries; indesed chron by dates correspondence receive this of fire the prince of the solf destification number) Witting of destification number: Writing Tuped and handwritten printed form. Handwritten on printed heads printed. Writing Tuped and paper. Frinted Photostat. Other Give months and years covered by each kind of writing) Size of steel file drawer IIVIIIV26 Approx 1200 pagers (for sebord or container. Height, width, thickness or depth. Average humber of pages or documents) Location by dates and quantities 1938 to date I steel file drawer or south wall in Out of Town Inquiries Office. Other information Records and equipment in excellent condition (Condition of record if not good. Relation to before records. Information on prior, subsequent, or similar record whether record is known to have been kept earlier than dates shown in item 2)						
Indexing This record supports Out of Town Inquiries. Card Record (solf-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that form in regards to prince inquiries; indexed chron by dates correspondence receives this of fice. It ped and handwritten by the form Handwritten on grinted heads printed Writing. Typed and handwritten printed form. Handwritten printed head. Typed printed form. Typed printed heads printed forms and paper. Frinted Photostat. Other Give months and years covered by each kind of writing. Size of steel file drawer IIVIY26 Approx 1200 pagers (Of rebord or container. Height, width, thickness or depth. Average humber of pages or documents) Location by dates and quantities 1938 to date I steel file drawer or south wall in Out of Town Inquiries Office. Other information Records and equipment in excellent condition (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar record whether record is known to have been kept earlier than dates shown in item 2)					·	
In resords to prior inquiries; indexed chron by dates correspondency receives of free Typed and handwritten printed heads printed. Writing Eugled and handwritten printed head Typed Drinted form. Typed printed heads printed forms and plain paper. Printed Photostat. Other Give months and years covered by each kind of writing) Size of steel file Arawer IVIIII Approx 1200 papers (Of rebord or container. Height, width, thickness or depth. Average humber of pages or documents) Location by dates and quantities 1938 to date I steel file drower or (Room, vault, wall—N. E. S. W., section, the shelf, cabinet, on floor) South wall in Out of Town Inquiries Office? Other information Records and equipment in excellent condition (Condition of record if not good. Reladon to other records. Information on prior, subsequent, or similar record. Whether record is known to have been kept earlier than dates shown in item 2)	. Arrangeme	nt Fold	ers arr, alph. (Chronological)	by names of person by what? Numerically—by w	ersons being in the chat? Alphabetically—by what?)	vestigated
forms and plain paper. Printed. Photostat. Other. Give months shot years covered by each kind of writing) Size of steel file Arawer	. Indexing	Self-contained	ecord Sup	orts Out of Tou	in Inquiries - Card	Record (Series to that form by
Forms and Plain paper. Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of steel file Arawer IVIVY26" Approx. 1200 papers (Of rebord or container. Height, width, thickness or depth. Average humber of pages or documents) Location by dates and quantities 1938 to date I steel file drawer of (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) South wall in Out of Town Inquiries Office. Other information Records and equipment in excellent condition (Condition of record if not good. Relation to bther records. Information on prior, subsequent, or similar record whether record is known to have been kept earlier than dates shown in item 2)	title and ident	ification num	or inquiries; ir	ndexed chron b	+ dotes correspon	dence received
Size of steel file drower IIVIV26" Approx 1200 popers (Of rebord or container. Height, width, thickness or depth. Average humber of pages or documents) Location by dates and quantities 1938 to date 1 steel file drower or (Room, vault, wall—N.E.S.W., section, bin, shelf, cabinet, on floor) South wall in Out of Town Inquiries Office. Other information Records and equipment in excellent condition (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)					Printed heads. Typed. Typed printed form.	Typed printed head.
Location by dates and quantities 1938 to date 1 steel file drower of (Room, vault, wall—N. E. S. W., section, who, shelf, cabinet, on floor) South wall in Out of Town Inquiries Office. Other information Records and equipment in excellent condition (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)	Printed. Phot	ostat. Other.	Give months and years co	overed by each kind of writing)	A 10 a a a . a . a	
South wall in Out of Town Inquiries Office. Other information Records and equipment in excellent condition (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar record whether record is known to have been kept earlier than dates shown in item 2) Whether record is known to have been kept earlier than dates shown in item 2) (For use in Florida.) Early imprints	. Size 0 -	(Of r	elord or container. Height	t, width, thickness or depth. Ave	rage number of pages or document	F §
South wall in Out of Town Inquiries Office. Other information Records and equipment in excellent condition (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) (For use in Florida.) Early imprints	•		. 1			· -
South wall in Out of Town Inquiries Office. Other information Records and equipment in excellent condition (Condition of record if not good. Relation to bther records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) (For use in Florida.) Early imprints	. Location by	dates and	l quantities 193	8 to date, 1	steel file dr	ower on
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.) Whether record is known to have been kept earlier than dates shown in item 2)	south	Wall	in Out of	Town Inqui	ries Office.	
. (For use in Florida.) Early imprints	. Other infor	mation	Records av	nd equipments	in excellent u	ndition .
. (For use in Florida.) Early imprints	Whether recor	d is known to	have been kept earlier than	n dates shown in item 2)		
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. (For use in Florida.) Early imprints		- 	· · · ·	<u></u>		
. (For use in Florida.) Early imprints				· . , . ·		
. (For use in Florida.) Early imprints			•		· · · · · · · · · · · · · · · · · · ·	. vi
. (For use in Florida.) Early imprints						·
	. (For use in	Florida.)				
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(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

- Co	BALTIMORE CITY State MARYLAND
Na	me of agency or office DEPARTMENT OF PUBLIC WELFARE
	(Office of custody) (Office which made the record, if different)
Ad	dress of office of custody 331 St. Prul Place (Name of building, room number, street address) O. T. I. OFFICE COUT-OF-TOWN-INQUIRIES)
1.	Title "TRANSPORTATION" (General Correspondence) (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	or both)
2.	Dates 1926
9	(Earliest and latest dates; missing dates. Show exact date of breaks) Quantity Z-STEEL FILE DRAWERS.
3.	(Number of volumes; file drawers; file boxes; bundles; other)
4.	Labeling HS SHOWN ON LINE 1, WITH INCLUSIVE LETTERING - CONT. ON LINE 12. (Explain fully; years; numbers; letters; number of records so labeled)
	Discontinued and missing records NONE
	(If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
6.	Contents CONTRINING GENERAL CORRESPONDENCE TO AND FROM VARIOUS OUT-OF- (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. TOWN SOCIAL HENCIES HND SOCIETIES CONCERNING TRANSPORTATION OF CHEM their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	TO DESIRED DESTINATION, WITH AN APPLICATION BLANK OF CLIENT, SHOWING each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
	NAME OF APPLICANT, DATE OF APPLICATION, AGE, COLOR; SEX, MARTIAL STATUS.
	PRESENT ADDRESS IN CITY, FORMER ADDRESS, INFORMATION AS TO WHETHER KNOWN
	TO OTHER CHARITIES IN THE CITY, WHERE TRANSPORTATION IS TIES! RETITO; COST OF
	RAILROAD FARE OR OTHER TYPE OF TRANSPORTATION, MEALS, ETC. AND HISTORY
	OF CASE AS PREPARED BY VARIOUS OTHER HID SOCIETIES. RECORDS ALSO

Arrangement ALPHABETICALLY By MATTES OF CLIENTS. (Chronologically-by what? Numerically-by what? Alphabetically-by what?) Indexing (Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that for title and identification number) Writing HANDIWRITTEN AND TYPED ON FRINTED HEADS, PhinTED FORMS BND. (Bandwritten. Handwritten prifted form. Handwritten printed bead. Typed. Typed printed form. Typed printed. Photostat. Other. Give menths and years covered by each kind of writing) Size OF STEEL FILE TRADUCAS. II" X 14" X 24" FURRICE 4500 CHSES PA. (Of record or container. Height, width, thickness or depth. Average number of pages or documents). IRRIVER. Location by dates and quantities 1924. TO DATE - 2 STEEL FILE TRAVERS LOCATE (Room, wash, wall—N. E.S. W., section, kin, shelf, cabinet, on foor) ON THE SOUTH WALL OF OUT OF TOWN INQUIRY OFFICE. Other information TECCORDS AND EQUIPMENT IN EXCELLENT CONTILTION. (Condition of record if not second. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) CONTINUED FRONT LINE 4:— I STEEL FILE TRAWER LETTERED "HEOUD—LAW" **LER ZIADEWICZ" **MOTE: HERBINGS ON FOLDERS SHOW INCLUSIVE NAMES OF CLIENTS. (For use in Florida.) Early imprints (Continue) (Date of publication) (Date of publication)	GENERAL REFERENCE PURPOSES.
Arrangement ALPHABETICALLY By MATTES OF Chients. (Chronologically-by what? Numerically-by what? Alphabetically-by what?) Indexing MONE. (Solf-contained-describe what it shows. If separato, fill out a form for it, and place cross reference here to that for title and identification number) Writing HARINATITEM AND Typen ON PRINTED HARIS. PRINTED FORMS. AND CHARLES HARINATION (Bandwritten printed form. Typed printed form. Typed printed Photostat. Other. Give months and years covered by each kind of writing) Size OF STELL FILE TRANSERS. II" X II" X 2" RVERIGE 4500 CHSES. FILE (It record or container. Beight, width, thickness or depth. Average number of pages or documents) DRAWER. Location by dates and quantities 1926. TODITIE - 2 STEEL FILE TRANSERS. LOCATE (Room, vault, wall—N. E. S. W., section, bin. shelf, cabined, on floor) ON THE SOUTH WALL OF OUT-OF-TOWN INQUIRY OFFICE. Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION. (Condition of record if not mod. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) CONTINUED FROM LIME 4:— 1.— STEEL FILE TRANSER LETTERED "REQUIRED LAW" (For use in Florida.) Early imprints (Publisher) (Publisher) (Publisher)	
Arrangement ALPHABETICALLY. By MATIES OF Chients. (Chronologically-by what? Numerically-by what? Alphabetically-by what?) Indexing MONE. (Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that for title and identification number) Writing HANDINAITEN AND TYPEN ON PRINTEN HARDS. FINITEN FORMS. AND (Blandwritten Blandwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed Photostat. Other. Gene months and years covered by each kind of writing) Size OF STELA FIJE TRANMERS. II" X IH" X 2" AVERAGE 4500 CASES. FI. (01 record or container. Height, width, thickness or depth. Average number of pagest or documents) DRAWER. Location by dates and quantities 1926. TODITE - 2 STEEL FILE TRANMERS, LOGATE (Room, woult, wall—N. E. S. W., section, bin. shelf, cabined, on floor) ONTHE SOUTH WALL OF OUT- OF-TOWN INQUIRY OFFICE. Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION. (Condition of record if not mod. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) CONTINUED FROM LIME 4: 1. STEEL FILE TRANMER LETTERED FROUD—LAW MERS OF CLIENTS. (For use in Florida.) Early imprints (For use in Florida.) Early imprints (For use in Florida.) Early imprints (Fluce of publication) (Challeton) (Challeton) (Challeton)	
Arrangement FIRPHEDETICHALY By NAMES OF CLIENTS. (Chronologically-by what? Numerically-by what? Alphabetically-by what?) Indexing NONE. (Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that for title and identification number) Writing HANIIWEITTEN HAD TYPEID ON TRINTED HARDS, FINITED FORMS, AND (Endandwritten, Handwritten prified form. Handwritten printed head. Typed. Typed printed form. Typed printed? PARIN PAPER Printed Photomat. Other. Give months and years covered by each kind of writing?) Size OF STHELE FIFE TRANSHERS. "X H" X 2 k" FIVERINGE 4500 CHSES For (Of record or container. Height, width, thickness or depth. Average number of pages or documents) IRRINER. Location by dates and quantities 1926 TODHTE - 2 STEEL FILE ILRINERS, LOCATE (Room, want, wall—N. R. S. W., section, bin, shelf, cabined, on floor) ONTHE SOUTH WALL OF OUT. OF TOWN INQUIRY OFFICE. Other information RECORDS HAD EQUIPMENT IN EXCELLENT CONDITION— (Condition of record if not rook. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in Item 2) CONTINUED FROM LINE 4: - STEEL FILE ILRINERS LETTERED "ABOUD—LINE" (For use in Florida.) Early imprints. (For use in Florida.) Early imprints. (Author) (Publisher) (Challedon)	
Arrangement HIPHBETICHLY By NAMIES OF CLIENTS. (Chromologically-by what? Numerically-by what? Alphabetically-by what?) Indexing NONE (Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that for title and identification number) Writing HANDWRITER AND TYPED ON PRINTED HEADS, PRINTED FORMS. AND (Handwritten printed form. Bandwritten printed head. Typed. Typed printed form. Typed printed? PARIN PAPER Printed. Photosate. Other. Give months and years covered by each kind of writing? Size OF STEEL FILE DRAWERS. II" X I'H" X 2L" RVERRGE 4500 CRSES PRINTED FORMS. III" X I'H" X 2L" RVERRGE 4500 CRSES PRINTED FORMS. III THE WERR. Location by dates and quantities 192L TO BHIE - Z STEEL FILE DRAWERS, LOCATE (Boom, vault, wall—N.E.S. W. section, bin, shelf, cabined, on floor) ONTHE SOUTH WALL OF OUT OF TOWN INQUIRY OFFICE. Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) CONTINUED FROM LINE 4:— I - STEEL FILE DRAWER LETTERED "REQUIPMENT IN EXCELLENT CONDITION— (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) CONTINUED FROM LINE 4:— I - STEEL FILE DRAWER LETTERED "REQUIPMENT IN EXCELLENT CONDITION— (For use in Florida.) Early imprints (Author) (Publisher) (Publisher)	
Indexing NONE. (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that for title and identification number) Writing Handwilten Handwritten prifted form. Handwritten printed head. Typed. Typed printed form. Typed printed in the printed head. Typed. Typed printed form. Typed printed fo	
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that for title and identification number) Writing HENDURITIEN AND TYPED ON PRINTED HEADS, PRINTED FORMS AND (Bandwritten printed bead. Typed. Typed printed form. Typed printed PLAIN PREER Printed. Photostat. Other. Give months and years covered by each kind of writing) Size OF STEEL FILE TRANSCES. II. Y.L. Y. Z. W. FUERRIGE 4500 CHSES FL. (Of record or container. Height, width, thickness or depth. Average number of pages or documents) IRRIVER. Location by dates and quantities 1926. TO DRIE Z STEEL FILE TRANSCES, LOCATE (Room, vault, wall—N.E.S. W. section, bin. shelf, cabined, on floor) ON THE SOUTH WALL OF OUT-OF-TOWN TRAUITY OFFICE. Other information RECORDS AND EQUIPMENT IN EXCELLENT CANDITION— (Condition of record if not nood. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) CONTINUED FROM LINE 4:— 1.—STEEL FILE TRANSCE LETTERED FROUD—LANN (For use in Florida.) Early imprints (Publisher) (Publisher)	·
Writing HANDWRITTEN HAD TYPED ON PRINTED HEADS, PRINTED FORMS HAD (Handwritten, Handwritten printed form, Handwritten printed head. Typed. Typed printed form, Typed printed PARIM PAPER Printed. Photostat. Other. Give months and years covered by each kind of writing) Size OF STEEL FIJE TIRHWERS II" X IV" X 26" FIVERREE 4500 CHSES FA (Of record or container. Height, width, thickness or depth. Average number of pages or documents) TIRHWER. Location by dates and quantities 1926 TO DATE - Z STEEL FILE TIRHWERS, LOCATE (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) ONTHE SOUTH WALL OF OUT-OF-TOWN TINGUIRY OFFICE. Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION— (Condition of record if not sood. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) CONTINUED FROM LINE 4:— I-STEEL FILE TIRAWER LETTERED "FROUD—LIAW" I-WERN-ZIADEWICZ" NOTE: HERDINGS ON FOLDERS SHOW INCLUSIVE NAMES OF CLIENTS. (For use in Florida.) Early imprints (Publisher) (Place of publication) (Date of publication)	e, fill out a form for it, and place cross reference here to that form
Printed. Photostat. Other. Give months and years covered by each kind of writing) Size OF STEEL FILE IRRWERS. II" X I Y X X Y RVERGE 4500 CHSES FILE OF STEEL FILE IRRWERS. II" X I Y X X Y RVERGE 4500 CHSES FILE OF STEEL FILE IRRWERS. Location by dates and quantities 1926 TO DRIE - 2 STEEL FILE IRRWERS LOCATE (Room, vault, wall—N. E. S. W., section, bin, shalf, cabined, on floor) ON THE SOUTH WHILL OF OUT-OF-TOWN INSUIRY OFFICE. Other information RECORDS HND EQUIPMENT IN EXCELLENT CONDITION— (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) CONTINUED FROM LINE 4:— I - STEEL FILE IRRWER LETTERED "FROUD—LINE" NOTE: HERRINGS ON FOLDERS SHOW INCLUSIVE NAMES OF CLIENTS. (For use in Florida.) Early imprints (Author) (Publisher) (CPlace of publication) (Date of publication)	
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Printed. Photostat. Other. Give months and years covered by each kind of writing) OF STEEL FILE TRANSERS. II" X 14" X 26" FIVERINGE 4500 CHSES FILEOUTECOME. (Of record or container. Height, width, thickness or depth. Average number of pages or documents) TRANSER. Location by dates and quantities 1926 TO DATE - 2 STEEL FILE TRANSERS, LOGATE (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) ON THE SOUTH WALL OF OUT-OF-TOWN INQUIRY OFFICE. Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION— (Condition of record if not scool. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) CONTINUED FROM LINE 4:— 1-STEEL FILE TRANSER LETTERED "FROUD—LAW" NOTE: HERDINGS ON FOLTERS SHOW INCLUSIVE NAMES OF CLIENTS. (For use in Florida.) Early imprints (Author) (Publisher)	
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Location by dates and quantities 1926 TO DATE - 2 STEEL FILE DEBMERS, Location (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) ON THE SOUTH WALL OF OUT-OF-TOWN INQUIRY OFFICE. Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION— (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) CONTINUED FROM LINE 4:— 1-STEEL FILE DRAWER LETTERED "FROUD—LAW" 1-" "" LER—ZIRDEWICZ" (For use in Florida.) Early imprints (Author) (Publisher) (Publisher)	•
(Room, vault, wall—N.E.S. W., section, bin, shelf, cabinet, on floor) ON THE SOUTH WALL OF OUT-OF-TOWN INBUIRY OFFICE. Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION— (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar re Whether record is known to have been kept earlier than dates shown in item 2) CONTINUED FROM LINE 4:— I-STEEL FILE DRAWER LETTERED "FROUD—LEW" I- " " " " " " " " " " " " " " " " " " "	·
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CONTINUED FROM LINE 4: — 1- STEEL FILE TRAWER LETTERED "FROUD - LAW" 1- " " " " " LEA - ZTHDEWICZ" NOTE: HERDINGS ON FOLTERS SHOW INCLUSIVE NAMES OF CLIENTS. (For use in Florida.) Early imprints (Author) (Publisher) (Place of publication) (Date of publication)	PMENT IN EXCELLENT CONTITION- tion to other records. Information on prior, subsequent, or similar rec
- STEEL FILE TRAWER LETTERED "FROUD-LAW" - " " " " " " " " " " " " " " " " " " "	
NOTE: HERDINGS ON FOLDERS Show Inclusive Names of Chients. (For use in Florida.) Early imprints (Author) (Publisher)	n in item 2)
NOTE: HERDINGS ON FOLDERS SHOW INCLUSIVE NAMES OF CLIENTS. (For use in Florida.) Early imprints (Author) (Publisher)	371
(For use in Florida.) Early imprints (Author) (Publisher) (Place of publication)	371
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(For use in Florida.) Early imprints (Author) (Publisher) (Place of publication) (Date of publication)	"HBOUD - LAW" "LEA -ZJADEWICZ"
(Place of publication) (Publisher)	"HBOUD - LAW" "LEA -ZJADEWICZ" OW INCLUSIVE NAMES OF CLIENTS.
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	"LEA -ZJADEWICZ" LOW INCLUSIVE NAMES OF CLIENTS.
U. S. GOVERNMENT PRINTING OFFICE O 16—6419	"LER -ZTRDEWICZ" OW INCLUSIVE NAMES OF CLIENTS. (Author) (Publisher)
	ABOUD - LAW "LEA - ZJADEWICZ" LOW INCLUSIVE NAMES OF CLIENTS. (Author) (Publisher)
CONTINUED FROM LINE 4: — /- STEEL FILE IRRWER LETTERED /- " NOTE: HERDINGS ON FOLDERS SH For use in Florida.) Early imprints (Place of publication)	

(Date

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

State MARYLAND
Source State
Name of agency or office DEPARTMENT OF PUBLIC WELFARE
(Office of custody) (Office which made the record, if different)
Address of office of custody 33/ St. Paul PLACE
O.T. I. OFFICE OUT-OF-TOWN-LINGUIRIES
1. Title (TRANSPORTATION AND OUT-OF-TOWN-INQUIRIES - MONTHLY
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
REPORTS OF INVESTIGATIONS.)
or both)
2. Dates 1937, (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity I - BUNDLE (IN DESK TRAWER)
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Not WABELED.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE (If record discontinued, give reason and state whether same information shown in another
(11 resid discontinued) give reason and state whether state into matter the another
record. Explain why records are missing, if possible)
6. Contents CONTHINING (OFFICE) COPIES OF MONTHLY REPORTS OF THE TOTHL NUMBER (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
OF CRSES INVESTIGATED, WITH A DIVISION AS TO THE NUMBER OF CASES HAVING their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
BEEN INVESTIGATED BY EACH INDIVIDUAL WORKER AND OR INVESTIGATOR. each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
AND INCLUDING A DIVISION AS TO THE NUMBER OF CASES IN THE VARIOUS CLASS-
IFICATIONS, L.C. TRANSPORTATION-OLD-AGE PENSION-RESIDENCE ESTABLISHED-
NON-RESIDENCE - CIVIL CONSERVATION CORPS - AID TO DEPENDENT CHILDREN-
GENERAL PUBLIC ASSISTANCE - HISTORY AND MISCELLANEOUS - WORKS PROGRES
ADMINISTRATION AND AID TO THE BLIND), ALSO INVOLVING THE TOTAL NUMBER

6.	Contents—continued OF CRSES PENDING AND THE TOTAL NUMBER OF CRSES HAVING
	BEEN COMPLETED BY EACH INDIVIDUAL WORKER AND/OR INVESTIGATOR.
	NOTE: ORIGINAL COPIES OF REPORTS GO TO THE SUPERVISOR OF THE OUT-OF-
	TOWN-INQUIRY DEPARTMENT AND ARE USED FOR GENERAL REFERENCE PURPOSES
	AND FOR THE PREPARATION OF ANNUAL REPORTS.
7.	Arrangement CHRONOLOGICALLY By MONTHS OF REPORTS. (Chromologically—by what? Numerically—by what?)
8	Indexing
0.	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
à	Writing TYPED ON PLAIN PAPER.
J.	(Handwritten, Handwritten printed form, Handwritten printed head, Typed, Typed printed form, Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF BUNDLE //" X 8'/2" X /" HPPROX/MATELY 26 PAPERS (MONTHLY) (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11.	Location by dates and quantities 1937 TO HATE - 1 - BUNDLE; LOCATED IN DESK DRAWER (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) ON NORTH WALL OF OUT-OF-TOWN INQUIRY OFFICE.
12.	Other information RECORDS FIND EQUIPMENT IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
•••	NOTE: WE WERE INFORMED BY PARTY IN CHARGE THAT TO THE BEST OF HER
	KNOWLEDGE THIS RECORD WAS ONLY INSTITUTED AND RETRINED SINCE
	SHE BECAME INVOLVED WITH THIS PARTICULAR DEPARMENT IN THE
•	YEAR 1937.
13.	(For use in Florida.) Early imprints
	(Author) (Publisher)
	(Place of publication) (Date of publication)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

	BRITIMORE CITY State MARYLAND
	me of agency or office DEPARTMENT OF PUBLIC WELFARE (Office of custody) (Office which made the record, if different)
Ad	dress of office of custody 33/ St. Paul Place
	O.T. I. OFFICE (OUT-OF-TOWN INQUIRIES)
	"
1.	Title TRANSIENT BUREAU RECORDS
	(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	or both)
2.	Dates. 1933
	(Earliest and latest dates; missing dates. Show exact date of breaks)
3.	Quantity 5-STEEL FINE IRAWERS - I-CARDBOARD FILE DRAWER
1	(Number of volumes; file drawers; file boxes; bundles; other) Labeling HS SHOWN ON LINE 1, WITH INCLUSIVE LETTERING - CONT. ON LINE 12.
Τ.	(Explain fully; years; numbers; letters; number of records so labeled)
5.	Discontinued and missing records NONE
	(If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
6.	Contents CONTRINING CORRESPONDENCE TO AND FROM VARIOUS OUT-OF-TOWN (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
6.	(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
6.	(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
6.	(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, Social Research Rese
6.	(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, Social Research Rese
6.	(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, Social Research Rese
6.	(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, SOCIAL HERNCIES RND SOCIETIES RELATIVE TO GENERAL RELIEF MATTERS their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by INFORMATION ASTOTIF FAMILY OF THE CLIENT, RESIDENCE OF CLIENT'S FAMILY. each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached) INDIVIDUAL RECORD OF RELIEF RENDERED, INFORMATION RESPECTING INVESTIGATION AND FRYMENTS OF GRS AND ELECTRIC BILLS; INVENTORIES.

6.	Contents—continued RELATING TO OUT-STANDING OPEN BILLS OF CLIENT, BILLS
	AND RECEIPTS FOR MEDICAL SERVICES RENDERED, ALSO TELEGRAMS WITH
	REGARD TO WORK AND DEATHS IN THE FAMILY, CHIENT'S APPLICATION FOR HELIEF
	AND EMPLOYMENT STATUS CARD ON DAY OF REGISTRATION AND USED FOR
	GENERAL REFERENCE PURPOSES.
7.	Arrangement ALPHABETICALLY By NAMES OF CLIENTS. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing HANDWRITTEN AND TYPED ON PRINTED HEADS - PRINTED FORMS - PRINTED (Handwritten, Handwritten printed form, Handwritten printed head, Typed, Typed printed form, Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF STEFL FILE IRRWERS !!" x 14" x 26" - OF CARDBOARD FILE BOX 10"/2" x (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	12/2" X24" HVERAGE 500 CASES TO EOCH TIRAWER OR BOX (EACH INDIVIDUAL
	FOLDER AVERAGES ABOUT 25 DOCUMENTS)
11.	Location by dates and quantities 1933 TO URTE 5-STEEL FILE TRAWERS AND 1-CARD- (Room. vault, wall—N. E. SW., section, bin, shelf, cabinet, on floor)
	BORRE FILE BOX, LOCATED ON THE SOUTH WALL OF THE OUT- OF-TOWN INQUIRY
	OFFICE.
10	Other information RECORDS AND EQUIPMENT ARE IN EXCELLENT CONDITION.
14.	(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	CONTINUED FROM LINE 6: NOTE-THE TRANSIENT BURERU PROPER WAS CLOSED Whether record is known to have been kept earlier than dates shown in item 2)
	IN FEBRUARY 1935, HOWEVER, DESTITUTE PERSONS ARE STILL RECEIVING AID TO
٠.	THEIR LEGAL DESTINATION THROUGH THE DEPARTMENT OF PUBLIC WELFARE.
	CONTINUED FROM LINE 4:
	1- STEEL FIRE IRRINER - LETTERETT "ACHESON - CARTER (LILLIAN)" GIVES "NAME OF CLIENT-COLO
	I- " " " " CARTER (VAN)-GLOVER" AGE AND CASE NUMBER "
	- " " " "GODAR - LEE (VERNON)"
	1-" " " " T-Z
10	1-CARI BORRY FILE BOX " " R-S"
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication)
	(Place of publication) (Date of publication)

DEPARTMENT OF PUBLIC WELFARE.

327 St Paul Place,

INDEX OF REPORTS.

Date Of Report.	Report Number	TITLE OF RECORD. FINANCIAL DIVISION	Dates Of Record.			
3/14/39	66	'(RETURN SLIPS-MEMORANDUMS)	r.1938.			
3/15/39	67	(PERSONAL RECORDS)	1933			
3/15/39	68	(GENERAL CORRESPONDENCE)	193 7 .			
3/16/39	69	"HOLD TICKETS" (Pending cases against Payrolls) Ma	r.lst,1939			
3/16/39	70	(STATEMENTS AND ANNUAL REPORTS)	1937.			
3/21/39	7 k	(PERSONAL INDEX FILES)	1935			
3/21/39	7 2	"HOUSE OF GOOD SHEPHERD, White-Colored"	1935			
3/21/39	7 3	"MARYLAND TRAINING SCHOOL FOR COLORED GIRLS"	1935			
3/21/39	74	"STMARY'S INDUSTRIAL SCHOOL"	1935			
3/21/39	7 5	"ST VINCENT'S MALE," "ST VINCENTS INFANT", (St Mary's Female) (Asylums)	1935			
3/22/39	7 6	"MONTROSE-FLORENCE CRITTENTON" (Females)	1935			
3/22/39	77	"CHELTENHAM SCHOOL FOR BOYS"(Colored) (House of Reformation-Prior to 1937)	1937			
3/22/39 3/24/39	7 8A 78 B	"CHILDREN-MARYLAND SCHOOL FOR BLIND",,,,,	1935 1935			
3/23/39	79	"STELIZABETH'S HOME-ST GABRIEL'S HOME, ST FRANCIS' ST MARY'S"	1935			
3/23/39	80	"HENRY WATSON CHILDREN'S AID SOCIETY"	1935•			
3/23 /39 3/24/39	81 82	"MARYLAND TRAINING SCHOOL FOR BOYS"	1936 1938			
3/24/39	83	"BALTIMORE EASTERN DISPENSARY" (Memorandum record of				

cases handled by The Baltimore Eastern Dispensary)....

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Report.	Number.	TITLE OF RECORD. FINANCIAL DIVISION	Dates Of Record.
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3/16/39	70	(STATEMENTS AND ANNUAL REPORTS)	1937.
3/21/39	7 k	(PERSONAL INDEX FILES)	1935
3/21/39	72	"HOUSE OF GOOD SHEPHERD, White-Colored"	1935
3/21/39	73	"MARYLAND TRAINING SCHOOL FOR COLORED GIRLS"	1935
3/21/39	74	"STMARY'S INDUSTRIAL SCHOOL"	1935
3/21/39	7 5	"ST VINCENT'S MALE," "ST VINCENTS INFANT", (St Mary's Female) (Asylums)	1935
3/22/39	76	"MONTROSE-FLORENCE CRITTENTON" (Females)	1935
3/22/39	77	"CHELTENHAM SCHOOL FOR BOYS"(Colored) (House of Reformation-Prior to 1937)	1937
3/22/39 3/24/39	78A 78B	"CHILDREN-MARYLAND SCHOOL FOR BLIND",,,,,	1935 1935
3/23/39	79	"STELIZABETH'S HOME-ST GABRIEL'S HOME, ST FRANCIS' ST MARY'S"	1935
3/23/39	80	"HENRY WATSON CHILDREN'S AID SOCIETY"	1935
3/23/39 3/24/39	81	"MARYLAND TRAINING SCHOOL FOR BOYS"	1935
3/24/39	83	"BALTIMORE EASTERN DISPENSARY" (Memorandum record of cases handled by The Baltimore Eastern Dispensary)	1939

DEPARTMENT OF PUBLIC WELFARE. # 327 StPaul Place,

Date Of Report.	Report Number.		Dates Of Record.
3/24/39	84	"BALTIMORE GENERAL DISPENSARY," (Memorandum record of cases handled by the Baltimore General Dispensary)	1939•
4/28/39	85A	"CASH DEPOSIT SLIPS-To and from slips, Re: Deposit-Vouchers"	1937
4/28/39	85B ~	"CASH DEPOSIT SLIPS-To and from slips, RE: Deposits-Vouchers"	1939
4 /2 8/39	85C	"CASH DEPOSIT SLIPS"	Apr.1936- Dec.1938.
3/27/39	86	"ST MARY'S INDUSTRIAL SCHOOL" (Boys committment Reports)	1938
3/27/39	87	"MARYLAND TRAINING SCHOOL FOR COLORED GIRLS" (Committment Reports)	
3/28/39	88	"CHELTENHAM SCHOOL FOR BOYS" (Committment Reports)	1938
3/28/39	89	"MONTROSE-FLORENCE CRITTENTON,"(Reports) (Montrose school for girls-Florence Crittenton Mission)	
3/28/39	90	"HOUSE OF GOOD SHEPHERD" (Reports)	. 1938
3/29/39	91	(PERSONNEL ADDRESS RECORD)	. 1935
3/30/39	92A	(PERSONNEL RECORD-ACTIVE)	. 1936
3/24/39	9 2 B	(PERSONNEL RECORD-INACTIVE) (Entry Transfer and cut off Tickets)	. 1935
4/3/39	93A	"PURCHASE ORDERS-STOCK ORDERS-REQUISITION-1938", (Requisitions)	. 1938
4/4/39	93 B	"PURCHASE ORDERS- STOCK ORDERS- REQUISITIONS 1938", (Purchase Orders)	- • 1938•
4/4/39	93C	"PURCHASE ORDERS-STOCK ORDERS- REQUISTTIONS- 1938", (Stock Requisitions)	. 1938

DREPARTMENT OF PUBLIC WELFARE. # 327 St Paul Place.

Date Of Report.	Report Number.		ates Of ecord.
4/3/39	94	(STATIONERY, OFFICE SUPPLIES-CARD RECORD)	1935
4/4/39	95	"CORRESPONDENCE"	1936
4/4/39	96	(RECORD OF RECOVERIES-INDIVIDUAL ACCOUNTS)	. 1938
	97	(SEMI-MONTHLY EMERGENCY CASH PAYROLLS)," Petty Cash Records",	Dec.1938
	98	(REQUISITIONS)	. 1939
	99	(CORRESPONDENCE)	. 1939
4/11/39	100	(PATIENT'S REPORT'S FROM HOSPITALS), "Hospital accident short slips",	. 1937
	101A	(HOSPITAL ADMISSION PERMIT'S) (Closed Cases)	. 1937
5/1/39	101 B	"HOSPITAL ADMISSION PERMIT'S" (Closed cases)	. 1937/1938.
4/19/39	101C	(HOSPITAL ADMISSION PERMITS) (Active Cases) "Current permits-A-Z",	. 1939
4/11/39	1 02A	"DAILY ATTENDANCE REPORTS", (Department of Public Welfare Employees)	
4/26/39	1 02B	"DAILY ATTENDANCE REPORTS" (Department of Public welfare employees)	Mar.1937- Aug.1938.
4/13/39	103	(INTERDIVISION CORRESPONDENCE)	July, 1st1938
4/13/39	104A	(REPORTS FROM MEDICAL AGENCIES)	1938
4/13/39	1 04B	"BILLS 1938-DESTITUTE AND NEGLECTED CHILDREN-HOSPITAL-PSYCHOPATHIC-MISCELLANEOUS", (Monthly Bills from Hospitals)	, 1938
4/14/39	104C	(DEPARTMENT OF PUBLIC WELFARE SERVICE ORDERS)	1938
4/11/39	105	"DELIVERY TICKETS", (Shipping orders from commodity distribution warehouses)	1937
	106	"LEDGER CARDS"(Clients Ledger Cards)	1935

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Date Of Report.	Report Number.		Dates Of Record.
	107	"TELEPHONE SLIPS"	July 1938
4/14/39	108	(OLD AGE ASSISTANCE GRANT-AUTHORIZATION TICKETS)	1936•
4/14/39	109A	(OLD AGE PENSION PAYROLL RECORD) (ACTIVE)	1935
4/14/39	1 09B	"OLD AGE PENSION PAYROLL RECORD-CUT OFF"	1935
4/13/39	110	(OLD AGE PENSION ENTRY TICKETS-CHANGE TICKETS CUT-OFF TICKETS)	1937
	111	(G.P.A EMERGENCY ALLOWANCE TICKETS, GRANT AUTH RIZATION TICKETS, ENTRY TICKETS, CHANGE TICKETS CUT-OFF TICKETS)	O- Jan.1936- Dec.1937.
4/18/39	112	(GENERAL PUBLIC ASSISTANCE GRANT AUTHORIZATIO TICKETS)" G.P.A. Form # 10",	N Feb.1938
	113/	(G.P.A. Payroll Card Record)	1935
4/17/39	113B	(G.P.A. GRANT AUTHORIZATION CARD RECORD) (ACT CASES)	IVE 1938
4/17/39	1130	(G.P.A. GRANT AUTHORIZATION CARD RECORD) (Closed Cases)	1938
4/1 7/39	114A	(PAYROLL RECORD OF FUEL GRANTS) " Closed A.D. (Fuel",	C. 1938
4/17/ 39	114 B	(PAYROLL RECORD OF FUEL GRANTS-ACTIVE) " Fuel A.D.C. 1938-1939"	1938
4/27/39	114 C	(Aid to DEPENDENT CHILDREN GRANT AUTHORIZATION TICKETS)	Jan.1937- Dec. 1937.
4/13/39	114 D	(AID TO DEPENDENT CHILDREN GRANT AUTHORIZATION	v) 1938
4/14/39	115	(AID TO DEPENDENT CHILDREN PAYROLL RECORD)	1936
4/12/39	116	(AID TO DEPENDENT CHILDREN ENTRY TICKETS-CHANGE TICKETS-CUT*OFF TICKETS)	HE 1936
4/26/39	117A	(ASSISTANCE TO BLIND GRANT AUTHORIZATION TICKE OLD AGE GRANT AUTHORIZATION TICKETS	TS- 1936-1937.

DEPARTMENT OF PUBLIC WELFARE. # 327 St Paul, Place.

Date Of Report.	Report Number.	TITLE OF RECORD.	Dates Of Record.
4/27/39	117B	(ASSISTANCE TO BLIND GRANT AUTHORIZATION TICKETS)	1938
4/14/39	118	(ASSISTANCE TO BLIND PAYROLL RECORD-CUT OFF'S)	1935
5/1/39	119 A	(DISPENSARY VISIT SLIPS)	1936.
4/27/3 9	11 9B	"DISPENSARY VISIT SLIPS" " Out-Visits"	1937-1938.
5/3/39	18 0A	"PURCHASE ORDERS AND EMERGENCY CASH PAYROLLS" (Purchase Orders)	1938.
5/4/39	120 B	"PURCHASE ORDERS AND EMERGENCY CASH PAYROLLS" (Emergency cash payrolls)	1938.
4/27/39	121 .	"CARD REPORTS OF JUVENILE COURT, MINORS"	1937(inc)
5/2/39	122	"O.A.P SEMI-MONTHLY ALLOWANCE PAYROLLS"	Oct.1st 1937- Dec 31st 1938.
4/27/39	123	"TIME CARDS OF EMPLOYEES ENGAGED ON DETACHED DUTY" (D.P.W.)	July 1st 1938 Dec.31st 1938.
5/2/39	124	"A.T.B. SEMI-MONTHLY ALLOWANCE PAYROLLS"	JanDec.1937.
5/2/39	125	" DAILY RECORD OF DIRECT RELIEF ALLOWANCES"	Jan.May 1937.
5/2/39	126	(VOUCHER REGISTER)	1936-1937.
5/1/39	127	(INTERDIVISION CORRESPONDENCE) (Closed Record) Jan 1936- July 1st 1938.
5 /1 3/ 3 9	128	(EQUIPMENT RECORD)	1936
5/1/39	129	(CASH DISBURSEMENTS JOURNAL)	1936-1937.
5 /1/ 39	130	" HOSPITAL ACCOUNT LEDGER"	1924-1935(inc)
4/26/39	131	(Paid Bills of Charge Accounts of City Patients in Hospitals)	19 27- 1935.
4/28/39	132	"DISPENSARY LEDGER"	1926-1936.
4/28/39	133	, "CHECK CANCELLATION NOTICES"	Nov.1934- May 1936.

DEPARTMENT OF PUBLIC WELFARE. # 327, St Paul, Place.

Date Of Rep ort.	Report Number.	TITLE OF RECORD.	Date Of Record.
4/28/39	134	(MISCELLANEOUS RECORDS)	1931-1937-(inc)
4/28/39	135	"HOLD CHECK LISTS"-O.A.R-G.P.AA.D.C	Jan.1938- June 1938.
4/25/39	136	"G.P.A. GRANT AUTHORIZATION TICKETS", (Original tickets prepared by case workers)	Junelst 1937- Dec.24th 1937.
4/26/39	137	"HOSPITAL REPORTS"	1936-1938(inc)
5/12/39	138A	"PAID BILLS-FROM HOSPITALS-DESTITUTE AND NEGLECTED CHILDREN-REFORMATORIES-PSCHO-PATHIC HOSPITAL- MD. LEAGUE FOR CRIPPLES CHILDREN-MD. SCHOOL FOR BLIND-CITY MEDICAL AGENCY REPORTS". (PAID BILLS-HOSPITALS)	-
5/12/39	138 B	"PAID BILLS-HOSPITALS)" "PAID BILLS-FROM HOSPITALS-DESTITUTE AND NEGLECTED CHILDREN-REFORMATORIES- PSCHOPATHIC HOSPITAL-MD. LEAGUE FOR CRIPPLED CHILDREN-MD. SCHOOL FOR BLIND-	
		CITY MEDICAL AGENCY REPORTS". (PAID BILLS-DESTITUTE AND NEGLECTED CHILDREN).	
5/15/39	138 C	"PAID BILLS FROM HOSPITALS-DESTITUTE & NEGLECTED CHILDREN-REFORMATORIES-PSCHOPATHIC HOSPITAL-MD. LEAGUE FOR CRIPPLED CHILDREN-MD. SCHOOL FOR BLIND-CITY MEDICAL AGENCY REPORTS". (PAID BILLS-REFORMATORIES)	
5/15/39	1 38D	"PAID BILLS-FROM HOSPITALS-DESTITUTE AND NEGLECTED CHILDREN-REFORMATORIES-PSCHO-PATHIC HOSPITALS-MD. LEAGUE FOR CRIPPLE CHILDREN-MD. SCHOOL FOR BLIND-CITY MED CAL AGENCY REPORTS". (PAID BILLS-PSCHOPATHIC HOSPITALS)	- ED I-
	138E	"PAID BILLS-FROM HOSPITALS-DESTITUTE & NEGLECTED CHILDREN-REFORMATORIES-PSCHOPATHIC HOSPITAL-MD. LEAGUE FOR CRIPPLED CHILDREN-MD SCHOOL FOR BLIND CITY MEDICAL AGENCY REPORTS". (PAID BILLS-MD. LEAGUE FOR CRIPPLED COMMONDER.	

DEPARTMENT OF PUBLIC WELFARE. #327, St Paul, Place.

Date Of Report.	Report Number.	TITLE OF RECORD.	Date of Record.
	138 F	" PAID BILLS FROM HOSPITALS-DEST AND NEGLECTED CHILDREN-REFORMA PSCHOPATHIC HOSPITAL-MD LEAGUE CRIPPLED CHILDREN-MD. SCHOOL F CITY MEDICAL AGENCY REPORTS". (PAID BILLS-MARYLAND SCHOOL FO	TORIES- FOR OR BLIND-
	1 38G	"PAID BILLS-FROM HOSPITALS-DES NEGLECTED CHILDREN-REFORMATOR PATHIC HOSPITALS-MD LEAGUE FO CHILDREN-MD. SCHOOL FOR BLINI CAL AGENCY REPORTS)	IES-PSCHO- R CRIPPLED
5/4/39	13 9A	"SERVICE ORDERS-REQUISITIONS-ORDERS-CASH VOUCHERS-SURPLUS REPORTS-REFORMATORY REPORTS - PONDENCE-OLD AGE PENSION REPORTS". (SERVICE ORDERS)	COMMODITY CORRES-
5/5/39	1393	"SERVICE ORDERS-REQUISITIONS-ORDERS-CASH VOUCHERS-SURPLUS REPORTS-REFORMATORY REPORTS-COLD AGE PENSION REPORTS-MOTHE PORTS". (REQUISITIONS)	COMMODITY ORRESPONDENCE*
5/4/39	1390	"SERVICE ORDERS-REQUISITIONS-ORDERS-CASH VOUCHERS-SURPLUS REPORTS-REFORMATORY REPORTS-COLD AGE PENSION REPORTS-MOTHE (PURCHASE ORDERS)	COMMODITY ORRESPONDENCE- R'S RELIEF REPORTS".
5/5/39	139D	"SERVICE ORDERS-REQUISITIONS-ORDERS-CASH VOUCHERS-SURPLUS REPORTS-REFORMATORY REPORTS-COLD AGE PENSIONS REPORTS-MOTH REPORTS". (EMERGENCY CASH VOUCHERS)::	COMMODITY ORRESPONDENCE- ER'S RELIEF
5/8/39	139 E	"SERVICE ORDERS-REQUISITIONS-ORDERS-CASH VOUCHERS-SURPLUS REPORTS-CORRESPONDENCE OLD AGREPORTS-MOTHER RELIEF REPORTS REPORTS". (SURPLUS COMMODITY REPORTS)	COMMODITY E PENSIONS -REFORMATORY

DEPARTMENT OF PUBLIC WELFARE. # 327 ST PAUL, PLACE.

Date of Report.	Report Number.	TITLE OF RECORD.	Date of Record.
5/8/39	139 F	"SERVICE ORDERS-REQUISITIONS-DUR	CHASE
	400 F	ORDERS-CASH VOUCHER'S-SURPLUS C	
100		DITY REPORTS-REFORMATORY REPORT	
	•	correspondence-old age pension	
		MOTHERS RELIEF REPORTS"	
	•	(Old reformatory reports)	1937
5/8/39	139G	"SERVICE ORDERS-REQUISITIONS-PU	
, ,		ORDERS-CASH VOUCHERS-SURPLUS C	
		DITY REPORTS-REFORMATORY REPOR	
•		ESPONDENCE-CLD AGE PENSION REP	,
		MOTHER'S RELIEF REPORTS".	
:		(CORRESPONDENCE)	1027
_	1	(
5/8/39	1 39H	"SERVICE ORDERS-REQUISITIONS-PU	RCHASE
· · · · · · · · · · · · · · · · ·		ORDERS-CASH VOUCHERS-SURPLUS C	
		REPORTS-REFORMATORY REPORTS-CO	
		OLD AGE PENSION REPORTS-MOTHER	
		REPORTS."	
•	•	(OLD AGE PENSION REPORTS)	1932-1938.
5/2/20	- 1 የሰ- ተ	"CEPUTAR ADDEDS DESCRETE	HD CHACT
5/8/39	139 - I	"SERVICE ORDERS-REQUISITIONS-P	
		ORDERS-CASH VOUCHERS-SURPLUS C	
	•	REPORTS-CORRESPONDENCE-OLD AGE	
		REPORTS-MOTHER'S RELIEF REPORT	.o
		(MOTHER'S RELIEF REPORTS)	
5/8/39	140	(PAID BILLS-HOSPITALS)	1927_1935(ir
5/10/39	141A	" PAID BILLS-REQUISITIONS-SERV	ICE
•	•	ORDERS-PURCHASE ORDERS"	1
		(REQUISITOONS & PUCHASE ORDERS)1936.
5/11/39	141 B	"PAID BILLS-REQUISITIONS-SERVI	CE
		ORDERS-PURCHASE ORDERS".	
r	•	(SERVICE ORDERS)	Jan 1936-
			June1936.
5/16/39	141c	"PAID BILLS-REQUISITIONS-SERVI	CE
0/ 10/00	*****	ORDERS - PURCHASE ORDERS."	· ·
		(PAID BILLS-PSCHOPATHIC HOSPIT	'AT.) 1922-1025/The
		/1117 DIDD-LOUDING HILLO HOSELI	
5/16/39	141 D	"PAID BILLS-REQUISITIONS-SERVI	CE
, 22, 33		ORDERS-PURCHASE ORDERS".	•
ı		(PAID BILLS-CHILDREN'S INSTITU	ITIONS)1933-1935(inc
= /20/00	1 / 1 To	"DATH BTITG_BRANTOTHTANG ARRUT	.CE
5/17/39	141E	"PAID BILLS-REQUISITIONS-SERVI	ron.
		ORDERS-PURCHASE ORDERS".	Blind
		(PAID BILLS-BLIND, (Workshop:)	
•		(School)	1933-1935 (inc

66

(Form Identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE CITY State MARYLAND
Name of agency or office DEPARTMENT OF PUBLIC WELFARE
(Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Prul Street (Name of building, room number, street address). FINANCIAL TIVISION - ROOM 209
1. Title (RETURN SLIPS - MEMORANDUMS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. HPRIL 1938 (Earliest and latest dates: missing dates. Show exact date of breaks)
3. Quantity & - STEEL FILE URAWERS
(Number of volumes; file drawers; file boxes; bundles; other) 4. Labeling **IRRWERS Not LABELED** 4. Labeling Not LABELED** 4. L
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents RETURN SLIPS MEMORANDUMS FRE USED FOR THE PURPOSE (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
OF CORRECTIONS, AGAINST ERRORS OR CHANGES, AFFECTING PAYROL their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
SLIPS SHOW IDENTIFICATION NUMBER, THE OF RETURN SLIP ISSUANCE. SociAL WORK each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
NAME, CHECK MARK NOTED AGAINST ITEMS OF ERROR OR CHANGE, L.C. INCORREC
PRYROLL NUMBER, ENTRY, ETC., INCORRECT NAME AND ADDRESS OF CLIENT,
INCORRECT HMOUNT PER MONTH; INCORRECT OLD GRANT, INCORRECT FAMILY
GROUP, INCORRECT EFFECTIVE THTE; NO REASON GIVEN FOR FIRST TIME
EMERGENCY, INCORRECT AMOUNT OF DAYS OF RELIEF ASSISTANCE GRANTE

6.	Contents—continued INCORRECT CLOTHING ORDER NUMBER AND REASON OF
	ISSUANCE THEREOF; CLARIFICATION OF REMARKS RESPECTING CERTAIN
	ITEMS; NO FINAL APPROVAL BY SUPERVISOR; ALSO COMMENTS OF THE
	PARTICULAR SOCIAL WORKER UNDER CAPTION "REMARKS" RESPECTING
	Such Errors or Changes.
7.	Arrangement Numerically By RETURN SLIP Numbers. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	IndexingNONE
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing HANDWRITTEN ON MIMEOGRAPH FORMS (Handwritten, Handwritten printed form, Handwritten printed head, Typed printed form, Typed printed head,
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF STEEL FIRE TRAWERS 5" x 6"/2" X 16" AVERAGE 3500 MEMORANTUM (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	J Ships Per Irawer.
11.	Location by dates and quantities HPRI'L, 1938 To HHTE - 2 STEEL FILE HRENERS LOCATE (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) ON EAST WALL OF FINANCIAL SUPERVISOR'S OFFICE, (Room 209)
12.	Other information RECORDS FIND EQUIPMENT PRE IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	NOTE: - THE FINANCIAL DEPARTMENT ONLY SET-UP THIS SYSTEM IN APRIL
	1938 - THEREFOR No PRIOR RECORDS.
	TOB-INGREPOR NOTATION RECORDS.
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)

NO. 4295 DATE RETURN TO: SOCIAL WORKERS No - Incorrect Numbers 1 No Block Checked (Entry, etc.) 3 Incorrect Name - Address П No - Incorrect Amount Per month 5 Incorrect Old Grant Incorrect Fahilw Group 6 Incorrect Effective Date g No Reason - One Time Emergency 9 Incorrect R/A Days - Amount Incorrect C/O Number - (Reason) . 10 11 Renarks Not Clear - See Item No. 12 No Final Approval REMARKS: SOCIAL WORKERS COMPRENTS

RETURN THIS TICKET WITH CORRECTED OR NEW SET OF FORM 10 TO FINANCIAL DIVISION

Kova	ha:	S	0	<u>.</u>	
	(147	أحمادمه	a full	nama)	

(Form identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

	B. H
.Cou	Baltimore City State Maryland
Nar	ne of agency or office Department of Public Welfare (Financial Division) (Office of custody) (Office which made the record, if different)
	ress of office of custody 327 St. Paul Place (Room# 209)
Auu	(Name of building, room number, street address)
1.	Title Personnel Pecords (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	Give present full title in quoces, assigned title, if any, in blackets. If record has had other titles, list them with dates of quantities
	or both)
2.	Dates. 1933
	(Earliest and latest dates; missing dates. Show exact date of breaks)
3.	Quantity 20 Steel file drowers
	(Number of volumes; file drawers; file boxes; bundles; other), Labeling See addenda sheet for list of drawers as labeled.
4.	Labeling Dee addenda sheet for list of drawers as labeled. (Explain fully; years; numbers; letters; number of records so labeled)
5	Discontinued and missing records None.
•	(If record discontinued, give reason and state whether same information shown in another
	The state of the s
	record. Explain why records are missing, if possible)
6.	Contents Individual folders showing name of employee and (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
	classification of position, containing employment their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	record of each person, kept for general reference each should be given. Unless contents of these records are described by other Forms 12-13HR such forms should be filled dut and attached)
	purposes, consists of correspondence to and from
	various social agencies and from other previous
	employment respecting ability and character
	reference; history of employment; correspondence
	and telegrams concerning acceptance of position;
SECTO	Down 19 19HD Douland (Communication)

6.	Contents—continued entry tic	thet; cut off ticket; transfer
	•	isition; record of roting;
	•	on (classification stated on form);
	·	specting sich leave and other
	periods of absence.	
7.	Arrangement Alph. by no	mes of employees. —by what? Numerically—by what? Alphabetically—by what?)
	Indexing None (Chronologically	—by what? Numerically—by what? Alphabetically—by what?)
0.		If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)	
9.	. •	dwritten on printed heads, printed rm. Handwritten printed head. Typed printed form. Typed printed head.
	Frinted. Photostat. Other. Give months and years cov	
10.	Size of steel file drawer 11"	x14'2'x26" Average Hoo folders per drawer width, thickness or depth. Average number of pages or documents)
		(Average 10 documents perfolder)
11.	Location by dates and quantities 1933	(Room. vault, wall-N. E. S. W., section, bin, shelf, cabinet, on floor)
	east wall in Financial	Supervisor's office, Room # 209.
12.	Other information Records and	equipment in excellent condition. Relation to other records. Information on prior, subsequent, or similar records.
	The above records are	kept since the organization of The
	Baltimore Emerdency	Relief Commission in 1933.
		·
		·
		······································
13.	(For use in Florida.) Early imprints	(Author) (Publisher)
	(Place of publication)	(Date of publication)
	•	

(Personnel Records)

continued from line 4 Drawers labeled as follows

Acomplete B-Ban Bar-Boz

Bra- Byrne

C - Con

Con- Dew

Dia - Fer

Fi - Gn

60 - Ha

He- Hy

Icomplete

J complete Idrawer

K-Kit

Ko - Li

LI-Ma

Me-Ne

Ni - 0 - P - Q

17 complete

5-51

Sm-Sw

T-U-V W-Wals

Walter-X-Z.

I Drawer not labeled (A-Z), eventually will be filed with the above records, represent persons employed since organization of Dept. of Public Welfare.

3-15-39

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(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfare-Financial Division (Office of clustody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place. (Room #209) (Name of building, room number, street address)
1. Title (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both) 2. Dates, 937
(Earliest and latest dates; missing dates. Show exact date of breaks) 3. Quantity 3 Steel file drawers
(Number of volumes; file drawers; file boxes; bundles; other) 4. Labeling 1937, 1 drawer not labeled; 1 drawer labeled 1938; 1 drawer 1939 (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
record. Explain why records are missing, if possible)
6. Contents General correspondence and miscellaneous records to (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, and from the Dept. of Public Welfare concerning official their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by Dusiness conducted by the financial division of each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached) the Department of Public Welfare and used for
general reference purposes; records respecting subjects as titled on each folder consists of Board of
Estimates correspondence relative to solory estimates of
personnel, estimates and rental of properties used by WPA Form 12-13HR-Revised (See reverse side) 16-6410

6.	Contents-continued Charitable institutions, payment receipts
	for new and repairs of office equipment; payroll closing
	notices; hold check requests; Central Payroll Bureau
	correspondence relative to cheeks returned; correspondence
	respecting cosh disbursements; memorandums of cosh addendo sh
	Arrangement Arranged in no particular order, other than subjects listed on folders. (Chronologically—by what? Numerically—by what? Alphabetically—by what?) Indexing
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Typed and handwritten on printed heads printed forms, (Handwritten, Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of steel drawers 11"1145"126" Huerage 5000 documents per draws (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11.	Location by dates and quantities 1937 to date 3 steel file drawers on (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	east wall in Financial Supervisors Office, Room 209.
12.	Other information Records and equipment in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
13.	(For use in Florida.) Early imprints(Author) (Publisher)

continued from line 6 refunds; correspondence to Central Payroll Burcau respecting open items of petty cash refunds; correspondence relative to frouds, refunds and overpayments, also reports of frouds; correspondence to and from Central Payroll Bureau relative to solary changes, set up of payrolls and subjects relative to checks held up, transfer of employees, classification, etc.; correspondence from employees, relief clients and others concerning stop payment of checks due to forged endorsements, checks lost, deceased; payment receipts for payroll binders; Payroll exceptions respecting illness of persons employed in the Dept. of Public Welfore; correspondence and lists of changes of addresses of personnel; correspondence respecting telephone service, in correct addresses of telephone booths, installation of signs; duplicate checks of payments for funeral expenses of old age pension cases; requests for new telephone directories; correspondence relative to costs and modes of transportation out of state; correspondence regarding checks not due for reason of sick leaves; Motor Vehicle Commission correspondence respecting license togs for automobiles belonging to relief clients; correspondence relative to hospitalization of insone persons; Solvation Army monthly shelter, food and laundry statements; monthly records of workers grant authorization returned for corrections;

(Continue on sheet 2)

continued from sheet 2

Daily records of checks delivered to relief clients; monthly moturity lists of persons becoming of age; semi-onnual inventories of stock of office supplies; monthly Financial Division bulletins; inter-departmental memorandums relative to new rules and regulations, also to froud cases, meetings of worker's in Dept. of Public Welfare, payments of funeral bills pending issuance of cut off tickets, office equipment; lists of persons having been returned to legal and authorized residences by various aid societies; employee's monthly expense occounts and payment receipts; employees supper money receipts; minutes of staff meetings respecting relief client ownership of outomobiles, return of clothing that does not fit relief clients, diciplinary cut off's from W.P.A.; insurance adjustments, house rentals, discussions concerning emergencies, approving out going letters to various agencies relative to assistance given to relief. clients, closing of cases under fraud procedure, reports of status of old age investigations; approvals for various emergencies as needed by clients; Semi-monthly salary check lists, also correspondence relative to sich leaves; inter-departmental correspondence relative to duties and office routine; resignations of the personnel; weekly reports of intake and

(continue on sheet 4)

continued from sheet 3

statistical departments; correspondence to and from W. P. A. projects relative to placements and operations; monthly statements of refunds from relief clients; monthly reconciliation of client's deposit accounts; monthly statements of payments to hospitals; monthly lists of old age assistance cases residing out side of Baltimore City (in state of Md.); detail cost statements; monthly and quarterly estimates of State Aid and Charities; Correspondence to and from Board of State Aid and Charities respecting old age cases, also solaries in personnel; bulletins relative to Board of State Aid and Charities manual changes; correspondence to and from banks relative to stop payment on checks, applying to relief clients' checks; Certifications to appointing officers from Baltimore City Service Commission; Reports of separations and new positions, requests for certifications, requests for and grants of authority.

(Worker's full name)

(Date)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Moryland
Name of agency or office Department of Public Welfare-Financial Division (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place. (Room \$209) (Name of building, room number, street address)
(Name of building, Foom number, street address)
1. Title Hold Tickets (Pending Cases Against (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
Pay rolls)
2. Dates. March 1, 1939 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Steel file drawer (Number of volumes; file drawers; file boxes; bundles; other)
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Drower lobeled "Hold Tickets" (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
record. Explain why records are missing, if possible)
6. Contents Containing workers orders to hold checks (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, resulting from assignments on W.P.A. orajects secured their headings. etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by employment pending further investigation, froud, each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached) eligibility not established, death, unknown address, hospital case; kept for office reference relative to payroll adjustments; tickets headed Inter-Division Correspondence, showing nome of clerk
checking payroll number and name and address
WPA Form 12-13HR—Revised (See reverse side) 16-6419

	(Place of publication) (Date of publication)
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	reason for check to be held.
	client; comments of social worker relating
	of Public Welfore number; name and address of
	Continued from line 6
	Condition. Whether record is known to have been kept earlier than dates shown in item 2)
l2.	Other information Records and contoiner in excellent (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	office, Roan# 209.
	top of desk on west wall in Financial Supervisors
l 1 .	Location by dates and quantities Mar. 1, 1939, 1 steel file drawer on (Room, vault, wall—N. E. S. W.) section, bin, shelf, cabinet, on floor)
	(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
١٥.	Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of steel drauer 6"4" 8"2" Approx. 450 documents. (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
υ.	(Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
9.	Writing Typed and handwritten on printed form. (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
0.	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	Arrangement Numerically by payroll numbers. (Chronologically—by what? Numerically—by what? Alphabetically—by what?) Indexing None
	entral Payroll Bureau number; Department (unt. on line 12
	district; date of order; classification of assistance;
	whom received; subject (hold check); social works
	Financial department; name of social worker from
6.	Contents—continued of client; name of chief clerk in the

ti. 8. GOVERNMENT PRINTING OFFICE O 16-6419

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(Date)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

BALTIMORE CITY State MARYLAND
Name of agency or office DEPARTMENT OF PUBLIC WELFARE
(Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Phul Place
FINANCIAL LIVISION - ROOM 209
1. Title (STHTEMENTS AND ANNUAL REPORTS) (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates 1937
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity /- STEEL FILE DRAWER (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Not LABELED
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NonE
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents STATEMENTS AND ANNUAL REPORTS COVERING THE OPERATIONS
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
OF THE DEPARTMENT OF PUBLIC WELFARE FOR THE YEAR 1937 KEPT their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
FOR REFERENCE FURFOSES, TECORII CONTRINS YERRAY SUMMARY OF each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
COST OF PUBLIC ASSISTANCE EXTENDED IN BALTIMORE AND STATEMENTS
OF HIMINISTRATIVE COSTS, FILSO STATEMENTS CONCERNING THE NUMBER OF
PATIENTS REFERRED TOTHE CITY HOSPITAL, OPERATIONS OF THE PERSONNE
AND FINANCIAL CONDITION AS EXISTED DURING THE YEAR, CHARTS SHOWING
THE NUMBER OF PERSONSPLACED IN THE VARIOUS TRAINING SCHOOLS,

6.	Contents—continued INDUSTRIFIL SCHOOLS, REFORMATORIES AND MISSIONS
	AND NUMBER RECEIVED THROUGH COMMITMENTS, REMANDS, PAROLE VIOLATIONS,
	AUTUSTMENTS, ETC., NUMBER OF DISCHARGES, PAROLES, ESCAPES, ETC. AND TOTAL
	NUMBER OF CHILDREN IN CARE OF SAID INSTITUTIONS ATEND OF THE YEAR,
	PERSONNEL AND SALARY REPORTS, STATEMENT OF DISBURSEMENTS TO SCONT ON LINE 12.
7.	Arrangement ARRANGER IN No PARTICULAR ORDER. (IN FOLDER) (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing
	title and identification number)
9.	Writing HANDWRITTEN AND TYPED ON PLRIN PAPER. (Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	(Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF STEEL FILE TRAWER X /4 /2" x 26 APPROXIMATELY 50 PAPERS (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11.	Location by dates and quantities 1937 - 1 STEEL FILE DRAWER LOCATED ON THE (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	FAST WALL OF FINANCIAL SUPERVISOR'S OFFICE.
12.	Other information RECORD AND CONTRINER IN EXCELLENT CONTITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	CONTINUED FROM LINE 6 VARIOUS INSTITUTIONS, YEARLY STATEMENT OF THE Whether record is known to have been kept earlier than dates shown in item 2)
	NUMBER OF PHTIENTS HANDLED BY THEVARIOUS HOSPITALS AND DISPENSARIES
	AND SHOWING THE NUMBER OF CASES AS TO CLASSIFICATION OF ILLNESS, ALSO
•	AMOUNTS EXPENDED FOR PRIVATE HOSPITALS, YEARLY REPORT OF DISPENSARY CASES
	HANDLED BY CITY MEDICAL AGENCIES AND SHOWING DISTRICTS AND THE NUMBER
	OF PATIENTS HAVING RECEIVED TREATMENTS WITH A DIVISION AS TO THE NUMBER
	OF WHITE AND COLORED CASES, ALSO GRAND TOTALS OF CASES FOR THE YEAR.
13.	(For use in Florida.) Early imprints
	(Author) (Publisher)
	(Place of publication) (Date of publication)

Scot	r-K	OVAKA
	(Worker's	full name)

3-21-39

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(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

		•			
20	$=B_{RLTIMORE}$	CITY	State MA	RYLANII	
	ne of agency or office	/	T OF FUBLI	C WELFARE	
	ress of office of custody	(Ome	e of custody) (Office which r	nade the record, if different)	:
Aud			(Name of building, room	number, street address)	
	(-				<u> </u>
1.		FL JNDEX a quotes: assigned title, if		as had other titles, list them with da	tes or quantities
0	or both)		· .		-
	Dates. 1935	(Earliest and latest	dates; missing dates. Show	exact date of breaks)	
	Quantity /-WoomE	(Number of	volumes; file drawers; file bo	exes; bundles; other)	<u></u> _
4.	Labeling Not LABE	LED, (Explain fully: y	ears; numbers; letters; num	ber of records so labeled)	
5.	Discontinued and missing	records None	• •	d state whether same information sho	own in another
	record. Explain why records are n	nissing, if possible)	·		 -
	. ,	CREATY	Reference)	·	
6.	Contents CONTRINING (Purpose and gene	ral nature of record. Pri	PERSONNEL RE	CORD OF EACH IND shown. Summary of forms used in	making record,
	EMPLOYEE ONTHE. their headings, etc. If a very ger	STRFF OF THE	TEPFICTMENT ord, detailed information as	OF PUBLIC WELFAR to types of records contained and d	E; KEPT lates covered by
	FOR GENERIAL OFF each should be given. Unless con	ICE REFERENT tents of these records are	ICE PURPOSES, described by other Forms 12	RESPECTING THE 7	TRANSFER at and attached)
	OF EMPLOYEES; RE	CLASSIFICAT	ION OF EMPLOY	EES, PROMOTIONS, S	BALARY
	CLASSIFICATIONS, I	ALSO A RECOR	D OF TEMPOR	ARY EMPLOYEES	CARAS
	SHOW CENTRAL FA	YROLL BUREA	U NUMBER, CLA	SSIFICATION OF PO	SITION HELD;
	Tepartment clas	SIFICATION,	DATE AND YEAR	OF OFFICIAL APPO	DINTMENT
	BY THE BOARD OF	e estimates;	DATE AND YEA	R OF ACTUAL PLAC	EMENT ON
WPA	Form 12-13HR—Revised	C	See reverse side)		16-6419

	YEAR RELEASED FROM THE STAFF.
	•
•	Arrangement HLPHABETICALLY By NAME OF EMPLOYEE-UNDER HEADINGS OF POSITION (Chronologically—by what? Numerically—by what? Alphabetically—by what?) CLASSIFICATION
	Indexing None
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
	Writing TYPED ON RULED CARDS
	Writing Typen ON RULEN CARNS (Handwritten Printed form. Handwritten printed head. Typed Printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
	Size OF WOODEN FILE Box 4'/2" x 5/2" x 8/4" HVERAGE 3/5 CARDS. (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	I continue by datas and appropriate 1/035 T Tigger 1 W and F = Total / when the continue by
•	Location by dates and quantities /935-To IIRTE-I-WOODEN FILE BOX, LOCATED ON DESK (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	ON THE NORTH WALL OF THE FINANCIAL SUPERVISOR'S OFFICE ROOM No. 209
	Other information RECORDS FIND CONTRINER IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	NOTE: A DIVISION IS MADE AS TO EMPLOYEES OF THE PRESENT DEPARTMENT OF
	PUBLIC WELFARE AND FORMER EMPLOYEES OF THE EMERGENCY CHARITY
	ASSOCIATION - CERTAIN OF THE CARDS ALSO BEAR COLORED TABS
	INDICATING THOSE EMPLOYEES ON STAFF WHICH ARE RECRIVING A LOWER RATE
	OF WAGE THAN FORMERLY PAIT THEIR PREDECESSORS.
	(For use in Florida.) Early imprints(Author) (Publisher)
	(Discost multipolitics)
	(Place of publication) (Date of publication)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

Baltina Cil
Boltimore City State Maryland
Name of agency or office Department of Public Welfare-Financial Division
(Office of custody) (Office which made the record, if different)
Address of office of custody 321 St. Paul Place (Room #211) (Name of building, room number, street address)
1. Title House of Good Shepherd White-Colored " (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. 1935 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity steel file drower.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling As' shown on line 1.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None. (If record discontinued, give reason and state whether same information shown in another
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Pecord of Juvenile Court Minors in the House of Principal items of information shown. Summary of forms used in making record,
Good Shepherd in front of drower records of white girls their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
purpose of checking against quarterly statements
rendered by the institution, of girls confined there in,
For which the Department of Public Welfore assumes a
portion of the expenses for maintenance and support; individua
cards show name and address of minor; birth date;
NVDA Vienna 10 10HD Burked

	Note: Above records filed in drawerias follows, active cases (minors
	Note: Ahove records filed in drawenias follows active cases (minors
	Whether record is known to have been kept earlier than dates shown in item 2)
12.	Other information Records and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	10 d d
	wall in Senior Clerks office, Financial Division, Room 211.
11.	Location by dates and quantities 1935 to date, 1 steel drawer on north (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	(Of record or container. Height, width, thickness or depth. 'Average number of pages or documents) Approx. 250 Cards. (Colored)
١٥.	Size of steel drawer 33/4 x 5/4 x 17" Approx 350 cards. (white) (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
9.	Writing Typed on plain cards. (Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	title and identification number)
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by-
8.	Industrial No.
7.	Arrangement Alph. by names of minors under classifications as noted on line (Chronologically by what? Numerically by what? Alphabetically by what?)
	custody; date discharged from institution.
	with name and address of party with whom placed in
	and name of institution transferred from; date paroled
	and addresses; date committed to institution; date
6.	Contents continued l'eason committed; parents or guardians names

P. S. GOVERNMENT PRINTING OFFICE O

12.

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(Date

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SUPPLY: 1937

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON; D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfare-Financial Division
(Office of custody) (Office which made the record, if different)
Address of office of custody 327 St, Paul Place (Room # 211) (Name of building, room number, street address)
1. Title Mai y and Training School For Colored Girls (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both) 2. Dates, 1935
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Steel file drawer: file drawers; file drawers; file boxes; bundles; other)
4. Labeling As shown on line 1.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Record of colored oirls in the Maryland Training (Purpose and general nature of record. Principal items of information shown. Summarylof forms used in making record.) School Kept for the aurnose of checking against quantum
School Kept for the purpose of checking against quarter their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
statements rendered by the institution of colored divise each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
confined there in for which the Department of Public
Welfare assumes a portion of the expenses for for maintenance and
support; individual cards show name and address of minois
birth date; reason committed; parents names and
addresses; name of institution and date committed;
WPA Form 12-13HR—Revised (See reverse side) 16-6419

	(Place of publication) (Date of publication)
το.	(Author) (Publisher)
12	(For use in Florida.) Early imprints
•	
	school at present); paroled; escapes; closed.
	classifications as follows; active cases (minors in
	Note: Above records filed in drawer under
	Whether record is known to have been kept earlier than dates shown in item 2)
12.	Other information Records and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	north wall in Senior Clerk's Office, Financial Division, Room211
11.	Location by dates and quantities 1935 to date, seel file drawer on (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
10.	Size of steel drawer 334x54x17" Approx. 250 Cards. (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
9.	Writing Juned on plain cards. (Handwritten Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	title and identification number)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	Arrangement Alph by names of minors under classification as noted (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
	placed in custody; date discharged from institution.
	date paroled and name and address of person with whom
	mental institution transferred to and date of transfer
	of acher institutions and dates of transfers, name of
6.	Contents-continued date escaped and date returned; names

U. S. GOVERNMENT PRINTING OFFICE O 16-6419

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(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

county Baltimore City State Maryland
Name of agency or office Department of Public Welfare - Financial Division (Office which made the record, if different)
Address of office of custody 327 St. Paul Place (Room #211) (Name of building, room number, street address)
1. Title St. Mary's Industrial School (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both) 2. Dates. 1935
2. Dates. 1122 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 Steel file drower
(Number of volumes; file drawers; file boxes; bundles; other). 4. Labeling As shown on line 1.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Record of boys in St. Mary's Industrial School (Purpose and general nature of record.) Principal items of information shown. Summary of forms used in making record,
hept for the purpose of checking against quarterly their headings, etc. If a very general or miscellaneous record, detailed information as to types of, records contained and dates covered by
statements rendered by the institution, of boys each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached)
confined there in for which the Department of Public
Welfore ossumes a portion of the expenses for maintenance and
support; individual cards show name and address of
minor; birth date; reason committed; parents names
and addresses; name of institution and date committed

13.	(For use in Florida.)	Larly imprints	(Author)	(Publishe	er)
4.0	(T)	To also incomin to	······································		······································
		· 	·		· .
	escapes; cla	sed.		· · · · · · · · · · · · · · · · · · ·	
		and the state of t	iminors in send	or at present	; paroico
		•	s (minors in scho	*	•
	Note Above	records s	iled in drawer	r under clas	sifications
	Whether record is known to	have been kept earlier than	dates shown in item 2)	·	·
12.	Other information	Condition of record if not g	container in a cood. Relation to other records. Info	excellent Con ormation on prior, subsequent,	or similar records.
					
	wall in Sen	ior Clerks	office, Financie	ol Division, Re	10m 211.
11.	Location by dates and	quantities 1935	(Room. vault, wall—N. E. S. W.	el drawer on , section, bin, shelf, cabinet, on	north
		·	,	·	
10.	Size of steel (Of re-	drawer 33 cord or container. Height,	width, thickness or depth. Average	number of pages or documents)	<u> </u>
	Printed. Photostat. Other.	Give months and years cov	ered by each kind of writing)	·	
9.	Writing Type	ed on pl 1. Handwritten printed for	oin eards m. Handwritten printed head. Ty	ped. Typed printed form. Ty	ped printed head.
	title and identification number	er)			
8.	Indexing None	describe what it shows.	If separate, fill out a form for it,	and place cross reference here	to that form by
7.	Arrangement Alph.	by names of (Chronologically	minors under cle- by what? Numerically—by what?	assifications as 1 Alphabetically—by what?)	noted on line
		·	·····		
			orged from in	•	·
			of person wi		
-	• • • • • • • • • • • • • • • • • • • •	0	d dates of tre		
			ped and date	,	

7.5

(Date)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

State MARYLAND	
Name of agency or office DEPARTMENT OF PUBLIC WELFARE	
(Office of custody) (Office which made the record, if different)	
Address of office of custody 327 St. Phul Place (Name of building, room number, street address)	
FINANCIAL DIVISION - ROOM ZII.	 .
"ST. VINCENT'S MALE" "ST. VINCENT'S INFANT" (ASYLUM) 1 Title"ST. MARY'S FEMALE	
1. Title" S7. MARY'S FEMALE " (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quant	tities
or both)	·
2. Dates. /935	
(Earliest and latest dates; missing dates. Show exact date of breaks)	
3. Quantity /- STEEL FILE IRAWER (Number of volumes; file drawers; file boxes; bundles; other)	
4. Labeling HS SHOWN ON LINE 1.	
(Explain fully; years; numbers; letters; number of records so labeled)	
5. Discontinued and missing records	her
record. Explain why records are missing, if possible)	·
6. Contents CONTRINING R RECORD OF CHILDREN IN THE FIBORE INSTITUTIONS, KEF (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making rec	T FOR
•	
THE PURPOSE OF FI CHECK RGRINST THE QUARTERLY STATEMENTS RENDERED By their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered	d by
THE PURPOSE OF A CHECK AGRINST THE QUARTERLY STATEMENTS RENDERED BY	d by
THE PURPOSE OF FICHECK AGRINST THE QUARTERLY STATEMENTS RENDERED BY their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered SAID INSTITUTIONS AND RESPECTING THOSE CHINDREN FOR WHICH THE DEPARTMENT	thed)
THE PURPOSE OF A CHECK AGRINST THE QUARTERLY STATEMENTS RENTERED BY their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered SAIT INSTITUTIONS AND RESPECTING THOSE CHILDREN FOR WHICH THE TIEPPRIMENT each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attack	hd by Pornon
THE PURPOSE OF A CHECK AGRINST THE QUARTERLY STATEMENTS RENDERED BY their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered SAID INSTITUTIONS AND RESPECTING THOSE CHILDREN FOR WHICH THE DEPARTMENT each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attack OF PUBLIC WELFRRE HAVE AGREED TO ASSUME RESPONSIBILITY AND TO CONTRIBUTE A	M by M Lined) M PORTION SHOW
THE PURPOSE OF A CHECK AGRINST THE BURRTERLY STATEMENTS RENDERED BY their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered SAID INSTITUTIONS AND RESPECTING THOSE CHILDREN FOR WHICH THE DEPARTMENT EACH should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attact of Public Welfare Have agreed Toassume Responsibility and to Contribute at the Contribute of the Expenses Growing out of their maintenance and Support. Cards	I PORTION SHOW SHOW

6.	6. Contents—continued RPPLICATION, NAME OF REL	PLICANT; DATE COMMITTED TO THE
	INSTITUTION; INCLUDING TRANSFERS FROM OTH	ER INSTITUTIONS, ALSO CASES WHICH
	HAVE BEEN CLOSED INDICATE WHETHER DISC	
	PARENTS, RELATIVES, FOR HUPPTION OF PLA	CED IN A WAGE HOME (PRIVATE HOME
	AND WHEN DEATH OCCURS.	·
7.	7. Arrangement ALPHABETICALLY BY NAMES OF C (Chronologically—by what? Numeric	Ally—by what? Alphabetically—by what?)
	8. Indexing Nane.	
	(Self-contained—describe what it shows. If separate, fill out	a form for it, and place cross reference here to that form by
	title and identification number)	
۵	9. Writing Typed on Purin Cards.	• *
J.	(Handwritten. Handwritten printed form. Handwritten pr	inted head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of	vriting)
10	10. Size OF STEEL FILE URRWER 33/4" × 51/4" ×	17" AVERAGE 400 CARDS
	(Of record or container. Height, width, thickness or d	epth. Average number of pages or documents)
	•	
11	11 Location by dates and quantities 1935 70 Ours 1 - STEE	FUE TROWER ACCORDE ONTIE
11.	11. Location by dates and quantities /93570 Date / - STEE	all—N. E. S. W., section, bin, shelf, cabinet, on floor)
	NORTH WALL OF THE FINANCIAL DIVISION -	
	•	
10	12. Other information RECORD AND CONTRINER IN	
12.		er records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item	
	NOTE 'THE FOLLOWING IS THE FULL TITLE OF THE	THERTY AND TREEBORN TO:
	E 1 M. Latera de a Calabra de Trabata de Latera de la Calabra de Latera de Maria de Latera de La	
	ST. VINCENT'S MALE ORPHAN ASYLUM	(AVERAGE 150 CASES)
	ST. VINCENT'S INFANT ASYLUM (MALE + FEMALE)	(AVERAGE 50 CASES)
	ST. MARY'S INFANT ORPHAN ASYLUM	(AVERAGE 200 CASES)
	NOTE: - THESE ARE DESTITUTE CHILDREN - FOL	INDLINGS-RND SUCH CHILDREN NOT
	CONSIDERED RECEIVING TROPER CA	RE IN OWN PARENTS HOME
13.	13. (For use in Florida.) Early imprints(Autl	or) (Publisher)
:	(Discontinuity)	
	(Place of publication)	(Date of publication)

Kova	Ka-	Sci	ott

3-22-39

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(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937

HE HISTORICAL RECORDS SURVEY: 193 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

county Baltimore City State Maryland
Name of agency or office Department of Public Welfare-Financial Division
(Office of custody) (Office which made the record, it different)
Address of office of custody 327 St. Paul Place. (Room # 211)
(Name of building, room number, street address)
1. Title Montrose - Florence Crittenton (Females) (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both) 2. Dates. 1935
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Steel file drawer (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling As shown on line 1.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Pecords of minors placed in Montrose School For (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, Girls in front of drawer, Florence Crittenton Mission their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
in back of drawer; kept for the purpose of checking each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attaclied?
against quarterly statements rendered by the institutions,
of minors confined there-in, for which the Department
of Public Welfare assumes a portion of the expenses for
maintenance and support, individual cards show name
and address of minor; birth date; reason committed;

13.	(For use in Florida.) Early imprints(Author) (Publisher)
	institution at present); paroled and discharged.
	institution as follows, active cases (minors in
	Note: Above records filed in drawer separately for each
	Whether record is known to have been kept earlier than dates shown in item 2)
12.	Other information (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	in Senior Clerk's office, Financial Division, Room 211
11.	Location by dates and quantities 1935 to date, 1 steel drawer on north wall (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	(Of record or container. Height, width, thickness or depth. Average number of pages or documents) Approx. 150 Cards (florence Critication
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of steel drawer 39445417" Approx. 350 Cards (Montrose
9.	Writing Tuped on plain cards. (Handwritten, Handwritten printed form, Handwritten printed head, Typed, Typed printed form, Typed printed head.
8.	Indexing None (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
7.	Arrangement Alph. by names of minors under classifications as noted on line 12 (Chronologically by what? Numerically by what? hlphabetically by what?)
	discharged from the institution.
	address of party with whom placed in custody; date
	tmnsferred from; date paroled with name and
	date committed; date and name of institution

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3-22-39

77

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW

1734 NEW YORK AVE. NW. WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Rublic Welfare-Financial Division (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place. (Room #211)
(Name of building, room number, street address)
1. Title Cheltenham School For Boys" (Colored) (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities (House of Reformation - Prior to 1937)
For both)
2. Dates. 1951 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 Steel file drawer (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling As shown on line 1.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records <u>Fror to 1937 City Institution known as the</u> (If record discontinued, give reason and state whether same information shown in another
House of Reformation and no records hept, except boys on record. Explain why records are missing, if possible)
parole; became State institution in 1937 and renamed to Cheltenham School
For Colored Boys. 6. Contents records of minors (colored boys), placed in
(Purpose and general hature of record. Principal items of information shown! Summary of forms used in making record, Cheltenham School kept for the purpose of checking their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
against quarterly statements rendered by the institution each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached)
of minors confined there-in, for which the Deportment of
Public Welfare assumes a portion of the expenses for maintenance
and support; individual cards show name and address
of minor; birth date; reason committed; parent's and
quardian's names and addresses; date committed;

	(Place of publication) (Date of publication)
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(oses (minors in institution of present); Paroled; Discharges
	Note: Above records filed in drawer as follows, active
	other records kept prior to 1937.
	paroled from the House of Reformation prior to 1937, no
	continued from line 6
	Whether record is known to have been kept earlier than dates shown in item 2)
12.	Other information Records and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	in Senior Clerké office, financial Division, Room 211
l1.	Location by dates and quantities 1937 to date, steel drower on north wall (Room, vault, wall—N.E. S. W., section, bin, shelf, cabinet, on floor)
	(Of record or container. Height, width, thickness or depth. Average number of pages or, documents)
l 0 .	Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of steel drawer 33/4x5/4x17" Approx. 1000 cards.
9.	Writing Typed on plain cards (Hahdwritten, Handwritten printed form, Handwritten printed head. Typed, Typed printed form. Typed printed head.
	title and identification number)
	Indexing None (Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
7.	Arrangement Alph. by names of minare under classifications as noted on line 12 (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	Records of boys on parole include boys that were
	Custody; date discharged from in stitution. (cont. on line 12)
	with name and address of party with whom placed in
	from; date escaped and date returned; date paroled
6.	Contents-continued date and name of institution transferred

12. S. SOVERNMENT PRINTING OFFICE O 16-6419

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

come Baltimore City State Maryland
State 1 10 10 10 10 10 10 10 10 10 10 10 10 1
Name of agency or office Department of Public Welfore - Financial Division
(Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place. (Room #211)
(Name of building, room number, street address)
"
1. Title "Children — Maryland School For Blind." (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantitles
(Give present full title in quotes, assigned title, if any, in brackets. If fecold has had other titles, his them with dates of quantities
or both)
2. Dates. 1935
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 Steel file drawer
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling As shown on line 1.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Records of infants placed in Jewish Children Societ (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
Bureau of Catholic Charaties, Childrens Home of their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
Baltimore Florence Crittenton Mission, Nursery and Chil
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Hospital, St. Barbara Home, pending such time as the
become of certain age, then are placed in various
institutions that support older children; above
records are filed in front of drawer; kept for the
purpose of cheening against quarterly statements WPA Form 12-13HR-Revised (See reverse side) 16-6410
WPA Form 12-13HR—Revised (See reverse side) 16-6419

6.	Contents—continued rendered by the above in stitutions			
	for maintenance and support of children confined			
	there-in, for which the Department of Public			
٠.	Welfare assumes a portion of the expenses; individual			
	cords show name of child; color; birth date; (ont. on line 12)			
7.	Arrangement Alph. by names of chidren separately under each institution. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)			
8.	Indexing None. (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by			
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by			
٥	title and identification number)			
y .	Writing Led on Plain Cards (Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.			
	Printed. Photostat. Other. Give months and years covered by each kind of writing)			
10.	Size of drawer 374x 5"4"x 17" Approx. 50 cards f. Crittenton Mission (Of record or container. Height, width, thickness or depth. Average number of pages or documents)			
	Approx. 260 cords-lewish Child. Soc. " 50 " Nursery + Childs Hosp.			
	" 10 " Childrens Home " 3 " St. Barbaro Home			
11.	Location by dates and quantities 1935 to date, 1 steel drawer on north woll (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)			
	in Senior Clerk's office-Financial Division, Poom 211			
10	On the second of			
12.	Other information (ecords and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.			
	Whether record is known to have been kept earlier than dates shown in item 2)			
	continued from line 6 parents names with birth			
	dates; date of application; name of applicant; date			
	placed on list for contribution by the Department of			
	Public Welfore; discharged cases show child returned			
	to parents, self supporting, of sufficient age, adopted,			
	placed in free boarding house.			
43				
43	(Formal Formal) Entringents Note: Pecord of Pupils in Maryland School For Blind Filed in back of drawer; see serial # (Place of publication) (Date of publication)			

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

County 30 timore City State Mary dind			
Name of agency or office Department of Public Welfore - Financial Division (Office of custody) (Office which made the record, if different)			
Address of office of custody 327 St. Paul Place. (Room #211) (Name of building, room number, street address)			
1. Title "Children - Maryland School For Blind"			
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities			
or both)			
2. Dates 1935			
(Earliest and latest dates; mlssing dates. Show exact date of breaks)			
3. Quantity / Steel file drower			
(Number of volumes; file drawers; file boxes; bundles; other)			
4. Labeling As shown on line 1.			
(Explain fully; years; numbers; letters; number of records so labeled)			
5. Discontinued and missing records None (If record discontinued, give reason and state whether same information shown in another			
record. Explain why records are missing, if possible).			
6. Contents Record of Pubils in the Maryland School (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.			
For Blind, kept for the purpose of checking against their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by			
quarterly statements rendered by the institution leach should be given Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)			
for maintenance, support and education for which			
the Department of Public Welfore assumes a portion of the			
expenses; individual cards show name and address			
of pupil; condition of blindness; parents and guardains			
names and addresses; birth date of pupil; date entered			
WPA Form 12–13HR—Revised (See reverse side) 16—6419			

(For use in Florida.) Early imprints
contained in back of some drawer.
in institutions (see report # A); above records are
Note: In Front of drawer records of infants placed
Whether record is known to have been kept earlier than dates shown in item 2)
Other information Records and container in excellent condition (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Location by dates and quantities 1935 to date drower on north wall (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) IN Senior clerks office- Financial Division, Room 211
(Of record or container. Height, width, thickness or depth.) Average number of pages or documents)
Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of drawer 37/4/x 5/4/x 17" Approx. 125 cords.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
Writing Typed on Plain cards.
Indexing(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
Arrangement Hlph. by names of pupils separately in active and discharge (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
Cas
course of instruction.
dropped from roll; date received certificate, completed
Contents-continued school; discharged cases also show date

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

County Baltimore City State Moryland
Name of agency or office Department of Public Welfore — Financial Division (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place (Room#211)
Address of office of custody (Name of building, room number, street address)
1. Title St. Elizabeth's Home - St. Gabriel's Home - (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
St. Francis Home - St. Marys."
or both)
2. Dates. 1935 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 steel file drawer
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling As shown on line (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Records of destitute children - foundlinds and (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
children that have not received proper care while in their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
custody of parents, placed in St. Elizabeth's Home for colored each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached)
boys and girls, St. Gabriel's Home For white boys and girls
st. Francis Home for colored girls and St. Mary's for
colored boys; kept for the purpose of checking
against quarterly statements rendered by the abou
institutions for maintenance and support of children in

Contents—continued Said in Stitutions for which the Dept. of Public Welfare assumes a partion of the expenses; individual cards show name of the child (also assumed name); color; birth date; parents names and addresses with pirth dates; by whom application made, including (cont. or Cint. or Cont. or Cint. or Contained Arrangement Alph. by names of children—under each institution (Chronologically—by what? Numerically—by what? Alphabetically—by what?) Indexing None (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number) Writing Typed on Didin cards. (Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of steel drawer 374454717 Approx. 150 cards St. Flizabethic (Of record or container. Height, width, thickness or depth. Average number of pages or documents above its fire across the fire of the container. St. Francis.
Welfare assumes a partion of the expenses individual cards show name of the child (also assumed name); color; birth date; parents names and addresses with pirth dates; by whom application made, including (cont. or Arrangement Alph. by names of children - under each institution (Chronologically-by what? Alphabetically-by what?) Indexing None (Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number) Writing Typed on Plain cards. (Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of steel drawer 3344554717" Approx 150 cards St. Elizabeths
color; birth date; parents names and addresses with pirth dates; by whom application made, including (cont. or Cirth dates; by whom application made, including (cont. or Cirth dates; by whom application made, including (cont. or Chronologically—by what? Numerically—by what? Alphabetically—by what?) [Indexing None (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number) Writing Typed Dn Dlain Cards. (Handwritten, Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of steel drawer 33445544717" Approx 150 cards St. Elizabeths
Color; birth date; parents names and addresses with pirth dates; by whom application made, including (cont. or Arrangement Alph. by names of children-under each institution (Chronologically-by what? Numerically-by what? Alphabetically-by what?) Indexing None (Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number) Writing Typed on Oldin cards. (Handwritten, Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of steel drawer 33445 4717" Approx 150 cards St. Flizabeths
Arrangement Alph. by names of children - under each institution (Chronologically-by what? Numerically-by what? Alphabetically-by what?) [Indexing None (Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number) Writing Typed on Oldin cards. (Handwritten, Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of steel drawer 3344x544x17" Approx 150 cards St. Flizabethic
Arrangement Alph. by names of children - under each institution (Chronologically-by what? Numerically-by what? Alphabetically-by what?) Indexing None (Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number) Writing Typed on oldin cards (Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of steel drawer 3344454417 Aportox 150 cards St. Flizabeth.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number) Writing Typed Dy Dlain Cards. (Handwritten, Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing) Size Of Steel drawer 3344454417 Approx 150 cards St. Flizabeths
Writing Typed on Oldin cards. (Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of steel drawer 374454477 Approx 150 cards St. Flizabeths
Writing Typed on Oldin cards. (Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of steel drawer 374454477 Approx 150 cards St. Flizabeths
Size of steel drawer 33445"4" × 17" Approx 150 cords St. Elizabethic
Size of steel drawer 33445"4" × 17" Approx 150 cords St. Elizabethic
" 40 " st. Maru's
The state of the s
Location by dates and quantities 1935 to date; stee drawer on north (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
wall in Senior Clerk's office, Financial Division - Room 21)
Other information Pecords and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6 cotegory of case by
the Department of Public Welfors; date of application
date committed to the institution also date and
name of other institutions transferred from; date
discharged from the institution and name of party
with whom placed in custody for adoption, wage home,
(Author) (Publisher)
(Place of publication) (Date of publication)

(Worker's full name)

(Date)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

Com	Baltimore City State Maryland		
Nan	ne of agency or office Department of Public Welfare - Financial Division (Office of custody) (Office which made the record, if different)		
Add	ress of office of custody 327 St. Paul Place. (Room # 211)		
	(Name of bullding, room number, street address)		
1.	Title Henry Watson Childrens Aid Society" (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantitles		
9	or both) Dates. 1935		
	(Earliest and latest dates; missing dates. Show exact date of breaks)		
3.	Quantity 1 Steel file drawer		
	(Number of volumes; file drawers; file boxes; bundles; other)		
4.	Labeling As shown on line 1.		
	(Explain fully; years; numbers; letters; number of records so labeled)		
5. 3	5. Discontinued and missing records		
	(and the state of		
•	record. Explain why records are missing, if possible)		
6. (Contents Record of destitute children (city words); Foundlings (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,		
	and children that have not received proper care while in their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by		
	CUSTACH OF PARENTS, KEPT FOR the purpose of checking each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)		
	against quarterly statements rendered by the		
-	institution for maintenance and support of children in		
. 4	soid institution for which the Department of Public Welfore		
<u>:</u>	ossumes a portion of the expenses; individual cards show		
1	name of the child (also assumed name); color; birth date;		
TATE A	France 10 19UD Desired		

6.	Contents—continued parents names and addresses with birth dates;			
	by whom application made, including cotegory of case			
by the Department of Public Welfore; date of applica date admitted also date and name of other institut				
7.	Arrangement Alph. by names of children separately under Reting cases and/ (Chronologically—by what? Numerically—by what? Alphabetically—by what?)			
8.	Indexing NODE			
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by			
	title and identification number)			
9.	Writing 140ed On Plain Cards. (Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.			
	Printed. Photostat. Other. Give months and years covered by each kind of writing)			
10	Size of steel file drawer 37xx5"x17" Approx. 1000 cards.			
10.	(Of record or container. Height, width, thickness or depth. Average number of pages or documents)			
11.	Location by dates and quantities 1935 to date, 1 steel drawer on north (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) wall in Senior Clerk's office, Financial Division—Room 211			
12.	Other information Records and Contemper in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.			
	Whether record is known to have been kept earlier than dates shown in item 2)			
•	continued from line b and name of party with			
	whom placed in custody for adoption, wage home,			
	parent or other relatives.			
	Note: These children are kept in the institution up to time			
	children become of age, or up to such time as placed in			
	wage home or adapted.			
19	(For use in Florida.) Early imprints			
20.	(For use in Florida.) Early imprints(Author) (Publisher)			
	(Place of publication) (Date of publication)			
	(Date of Publication)			

(Date

(Form Identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

County State Maryland		
Name of agency or office Department of Public Welfore-Financial Division (Office of custody) (Office which made the record, if different)		
Address of office of custody 327 St. Paul Place. (Room #211)		
(Name of building, room number, street address)		
1. Title Maryland Training School For Boys (Give present full title in quotes: assigned title, if any, in brackets If record has had other titles, list them with dates or quantities.)		
or both) 2. Dates. 1935		
(Earliest and latest dates; missing dates. Show exact date of breaks)		
3. Quantity Steel file drawer		
(Number of volumes; file drawers; file boxes; bundles; other) 4. Labeling As shown on line 1.		
(Explain fully; years; numbers; letters; number of records so labeled)		
5. Discontinued and missing records None		
(If record discontinued, give reason and state whether same information shown in another		
record. Explain why records are missing, if possible)		
6. Contents Record of boys in the Maryland Training School (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record Kept for the purpose of checking against quarterly their headings, etc. If a very general or miscellaneous record, detailed information to types of records contained and dates covered by		
statements rendered by institution respecting each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)		
maintenance and support of the boys during confine-		
ment, for which the Department of Public Welfare		
assumes a portion of the expenses; individual cord		
show name and address of minor; date of birth; name		
and addresses of parents; date committed; date escape		
WPA Form 12-13HR—Revised (See reverse side) 16-6419		

6.	Contents-continued and date returned; reason committed;			
	date paroled and name and oddress of party with			
•	whom placed in custody; date discharged from the			
	institution.			
	•			
7.	Arrangement Alph. by names of minors under classifications as noted on (Chronologically—by what? Numerically—by what? Alphabetically—by what?)			
8.	3. Indexing			
	title and identification number)			
9.	Writing Typed on oldin cards. (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.			
10	Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of steel drawer 33/LX5/LX17" Approx. 800 (ards.			
10. Size of steel drawer 33/4x5/4x17" Approx. 800 cords. (Of record or container. Height, width, thickness or depth. Average number of pages or documents)				
11.	Location by dates and quantities 1935 to date, 1 steel drawer on north (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)			
	wall in Senior Clerk's office, Financial Division-Roomzil.			
	<u></u>			
12.	Other information Pecords and container in excellent condition (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.			
	Whether record is known to have been kept earlier than dates shown in item 2)			
	Note: Pecords filed in drawer as follows, active cases (minor			
	in institution at present); paroled; escapes; refusals (cases			
	that are questionable as to city or State also whether or			
٠.	not the Department of Public Welfare should pay a portion			
	of the expenses for maintenance and support); closed cases.			
13.	(For use in Florida.) Early imprints(Author) (Publisher)			
	(Place of publication) (Date of publication)			

U. S. GOVERNMENT PRINTING OFFICE O 16-6419

rker's full name)

(Date)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfore-Financial Division
Address of office of custody 327 St. Paul Place. Room #211)
(Name of building, room number, street address)
1. Title Maryland Training School For Boys (Give present full title in quotes: assigned title, if any, in Eackets. If record has had other titles, list them with dates or quantities
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list then with dates or quantities [Feformatory Pepoints]
or both)
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Steel file drawer
(Number of volumes; file drawers; file boxes; bundles; other) 4. Labeling (As shown on line 1.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
record. Explain why records are missing, if possible)
6. Contents Reports are prepared by the institution at the (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
time of commitment and forwarded to the Department their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
of Public Welfare to be recorded for the purpose of each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
contributing Welfare Dept. share of expenses entailed in
supporting the boys while confined; individual eards
show name and address of boy; age and birth date; date
received; term of confinement; nature of offense;
Check mark opposite discharged, paroled, released, WPA Form 12-13HR-Revised (See reverse side)

6. Contents—continued hospital or es	caped; name and address of
party or institution releas	•
released or returned; oppos	site side of cord shows name
	me and address of nearest his
name of person held as stat	Le witness; name of person (line
7. Arrangement Alph. by names of boys for (Chronologically-by what?	or each quarter of year. Numerically—by what? Alphabetically—by what?)
8. Indexing None: (Self-contained—describe what it shows. If separate, it	fill out a form for it, and place cross reference here to that form by
title and identification number)	
9. Writing Typed and handwr (Handwritten Handwritten printed form. Handwritten printed form.	itten on printed cords tten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each k	
10. Size of drawer 33/4x5"4"x 17" (Of record or container. Height, width, thickness	Approx: 450 cards ess or depth. Average number of pages or documents)
(3"X5" ca	rds)
11. Location by dates and quantities 1938 to do (Room. vi in Senior Clerks office - fin	ancial Division, Room 211.
12. Other information Records and conte	giver in excellent condition to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than; dates shown in	n item 2)
continued from line 6	held as vagrant; signature
of officer and the name	of institution
13. (For use in Florida.) Early imprints	
13. (For use in Florida.) Early imprints	(Author) (Publisher)
(Place of publication)	(Date of publication)
U. S. GOYERMENT PRINTING O	FFICE 0 18—6419

(Date)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937

1734 NEW YORK AVE. NW. WASHINGTON, D. C.

BALTIMORE CIT	State	1ARYLAND
Name of agency or office DEPART	TMENT OF PUBL	IC WELFARE
Address of office of custody 327	Office of custody) (Office wh	ich made the record, if different) (Room #211) om number, street address)
FINANC	CIAL ZIVISION	
1. Title BALTIMORE EAS	gned title, if any, in brackets. If reco	ord has had other titles, list them with dates or quantities
OF CASES HANDLED BY THE	DALTIMORE EASTERN	I IIISPENSARY)
2. Dates /939,		
2. Daves. 1.19.1 (Earlie	est and latest dates; missing dates. Sh	low exact date of breaks)
3. Quantity 1-STEEL FILE DR	AWER	
	(Number of volumes; file drawers; fi	e boxes; bundles; other)
4. Labeling HS SHOWN ON LINE	: la	
	plain fully; years; numbers; letters;	number of records so labeled)
5. Discontinued and missing records	(If record discontinued, give reason	and state whether same information shown in another
record. Explain why records are missing, if pos	asible)	
6. Contents CONTRINING MEMOR (Purpose and general nature of	RANTUM SLIPS OF 1 record. Principal items of informa	HSES HANDLED DIRECTLY /N ion shown. Summary of forms used in making record.
THE DISPENSIRY AS WELL their headings, etc. If a very general or misco		WERE VISITED ATTHE HOME as to types of records contained and dates covered by
		STANTIATING THE ANNUBLE s 12-13HR, such forms should be filled out and attached)
CONTRIBUTION AS MADIE	BY THE DEPARTME	NT OF FUDING WELFARE-THE
DEPARTMENT OF PUBLIC	2 WELFARE HAVE	AN ARRANGEMENT WITH THE
SAID DISPENSARY	WHEREBY IT AG	REES TO PRY A FIXED
YEARLY SUM IRRESPECT	TVE OF THE NUMB	ER OF CASES HANDLED
JURING THE YEAR- IIISP	ENSARY SLIPS SHL	OW NAME AND ADDRESS OF
WPA Form 12-13HR—Revised	(See reverse side)	16-6419

3.	(For use in Florida.) Early imprints(Author) (Publisher)
3.	
	CONTINUED FROM WINE 6:- DIRGNOSIS OF CASE.
	Whether record is known to have been kept earlier than dates shown in item 2)
	(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records
2.	Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION.
	Room 211
	Location by dates and quantities /939 TO HATE - I-STEEL FILE TRAWER, LOCATED (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) THE NORTH WALL OF FINANCIAL TIVISION SENIOR CLERKS OFFICE
•	Size OF STEEL FILE IRRWER - 33/4" x 5/4" x 17" RVFRRGE 118 OUT VISIT (Of record or container. Height, width, thickness or depth. Average number of pages or documents) SUPS - 1195 INSPENSARY SUPS (IN BUNDLES REPRESENTING EACH QUAR
,	Printed. Photostat. Other. Give months and years covered by each kind of writing) Size OF STEEL FILE TRAWER - 33/4"x 5"/4" x 17" RVFPREF 118 OUT VISIT
	·
€.	Writing HANDWRITTEN ON PRINTED FORMS. (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	title and identification number)
	Indexing None (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
7.	Arrangement CHRONOLOGICALLY By JIATES OF TREATMENTS HNJ VISITS. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	THTES OF VISITS; NUMBER OF PRESCRIPTIONS FILLET, & CONT. ON LINE 12
	L.C. DEPARTMENT OF FUBLIC WELFARE - SUPERVISOR CITY CHARITIES
	AUDRESS OF PATIENT, COLOR, NAME OF APPLICANT REQUESTING VISIT
	TISPENSARY, THEGNOSIS OF CASE : OUT VISIT SLIPS SHOW NAME AND
	Contents—continued PATIENT, RACE; SEX, DATE OF TREATMENT, NAME OF THE

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Gounty BALTIMORE CITY State MARYLAND
Name of agency or office DEPARTMENT OF PUBLIC WELFARE
Address of office of custody 327 ST. Paul Pulle. (Room # 211)
FINANCIAL DIVISION.
1. Title BALTIMORE GENERAL DISPENSARY (MEMORANDUM RECORD) (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
OF CASES HANDLED BY THE BALTIMORE GENERAL DISPENSARY)
2. Dates. 1939, (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity /- STEEL FILE IRAWER (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling AS SHOWN ON LINE 1. (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
record. Explain why records are missing, if possible)
6. Contents CONTHINING MEMORINATUM SLIPS OF CISES HANDLED TURECTLY IN (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.)
THE DISPENSERY AS WELL AS CASES WHICH WERE VISITED AT THE HOME FIND TECON their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
KEPT FOR THE FURFOSE OF SUBSTRICTIFITING THE FINIURA CONTRIBUTION AS each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
MADE BY THE DEPARTMENT OF PUBLIC WELFARE - THE DEPARTMENT OF
PUBLIC WELFARE HAVE AN ARRANGEMENT WITH THE SAID DISPENSARY
WHEREBY IT AGREES TO PAY A FIXED YEARLY SUM IRRESPECTIVE OF THE NUMBER
OF CASES HANDLED DURING THE YEAR DISPENSARY SLIPS SHOW NAME AND
ATTURESS OF PATIENT, RACE, SEX, DATE OF TREATMENT, NAME OF THE DISPENSARY

	Contents—continued DIAGNOSIS OF CHSE, - OUT VISIT SLIPS SHOW NAME AN
	HUDRESS OF PATIENT, COLOR, NAME OF APPLICANT REQUESTING VISIT
	U.C. DEPARTMENT OF PUBLIC WELFARE - SUPERVISOR CITY CHARITIES.
	DATE OF VISITS, NUMBER OF PRESCRIPTIONS FILED, DIAGNOSIS OF CAS
7.	Arrangement CHRONOLOGICALLY BY JISTES OF TRESTITENTS HNII VISITS. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	Indexing Nove (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing HANDWRITTEN ON PRINTED FORMS. (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF STEEL FILE TRANSER - 35/4" x 5/4" x 17" HVERAGE 30Z OUT VISI (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	(0f record or container. Height, width, thickness or depth. Average number of pages or documents) SUPS - 961 TIISPENSERY SLIPS (TN BUNDLES REPRESENTING EACH QUERTER)
11.	
11.	Location by dates and quantities 1939 TO DATE - STEEL FILE DRAWER LOCATED ON (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
11.	Location by dates and quantities 1939 TO DATE - STEEL FILE DRAWER LOCATED ON (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	Location by dates and quantities 1939 TO DATE - STEEL FILE DRAWER. LOCATED ON (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) THE NORTH WALL OF FINANCIAL DIVISION SENIOR CLERKS OF FICE-Room 211.
	Location by dates and quantities 1939 TO DATE - STEEL FILE DRAWER. LOCATED ON (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	Location by dates and quantities 1939 TO JATE - STEEL FILE JRAWER. LOCATED ON (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) THE NORTH WALL OF FINANCIAL JUVISION SENIOR CLERKS OFFICE-ROOM 211- Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION.
	Location by dates and quantities 1939 TO JATE - SEEL FILE JRAWER, LOCATED ON (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) THE NORTH WALL OF FINANCIAL JIVISION SENIOR CLERKS OFFICE-Room 211- Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Location by dates and quantities 1939 TO JATE - SEEL FILE JRAWER, LOCATED ON (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) THE NORTH WALL OF FINANCIAL JIVISION SENIOR CLERKS OFFICE-Room 211- Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Location by dates and quantities 1939 TO JATE - SEEL FILE JRAWER. LOCATED ON (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) THE NORTH WALL OF FINANCIAL JIVISION SENIOR CLERKS OFFICE-Room 211. Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Location by dates and quantities 1939 TO JATE - SEEL FILE JRAWER, LOCATED ON (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) THE NORTH WALL OF FINANCIAL JIVISION SENIOR CLERKS OFFICE-Room 211- Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Location by dates and quantities 1939 TO JATE - SEEL FILE JRAWER, LOCATED ON (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) THE NORTH WALL OF FINANCIAL JIVISION SENIOR CLERKS OFFICE-Room 211- Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Location by dates and quantities 1939 TO JATE - SEEL FILE TRANSITE ON (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) THE NORTH WALL OF FINANCISTS TINISION SENIOR CHERKS OFFICE-Room 211. Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION: (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
12.	Location by dates and quantities 1939 TO INTE - STEEL FILE TRANSER. LOCATED ON (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) THE NORTH WALL OF FINANCIAL TIVISION SENIOR CLERKS OFFICE-Room 211. Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Baltimore	City State Mc	oryland
_	oartment of Public Wel-	fare-Financial Division de the record, if different)
Address of office of custody	27 St. Paul Place (1	200m 211)
	(Name of building, room nu	mber, street address)
1. Title Cash Dep	OSIT Slips - To /Fror	n Slipa
Re: Depos	its-Vouchers" (Emerge	ncy Cosh Vouchers)
1 Q > Q		T
Z. Dates.	(Earliest and latest dates; missing dates. Show ex	act date of breaks)
3. Quantity Steel	(Number of volumes; file drawers; file boxe	- , l., - Jl , - , - , - , - , - , - , - , - , -
4. Labeling As show		s; bundles; other)
T. Dabetting	(Explain fully; years; numbers; letters; number	r of records so labeled)
5. Discontinued and missing r	ecords \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	tate whether same information shown in another
	(11 record disconvinded, give reason and s	state whether same information shown in another
record. Explain why records are mi	ssing, if possible)	·
	DIVISION CODIES OF Emer	_
	Which have been ac	
for emergency each should be given Unless confe	needs (Vouchers showed of these records are described by other Forms 12-13	amounts up to 5.2); BHR, such forms should be filled out and attached
kept for purpose	of adjusting payroll,	which amounts are
	original check and	
to the Dept. of	Public Welfare by the	· Central Payroll Burrau;
show voucher n	umber, date cash rec	eived, particulars
relating receip	t from the Dept. of Pub	lic Welfare sum of
WPA Form 12-13HR—Revised	(See reverse side)	16—6419

6.	Contents—continued money (amount shown), in cash for emergency
	need also equares provided for check mark opposite A.D.C.
	and G.P.A. the category of relief referred for; signoture
	Investigator by whom requested; signature of Field Supervisor
	by whom approved; signature of Assistant Director by (cont. on line 12
7	Arrangement Alph. by names of clients (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	(Chronologically—by what? Numerically—by what? Alphabetically—by what?) Indexing None.
0.	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Handwritten on printed forms (Handwritten Brinted form. Handwritten printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of drawer 6x8/4x17/2 Approx. 1400 (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11.	Location by dates and quantities 1938 to date, I drawer on north (Room. vault, wall—N.E. S. W., section, bin, shelf, cabinet, on floor)
	wall in Senior Clerk's Office - Room #211
12.	Other information Records and container in excellent condition
	(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6 — whom approved; name and
	address of client also signature of client upon
	receipt of cash. Above records are filed in
	same drawer containing Cash Deposit Slips
	and To/From Slips (Inter-Division Carrespondence).
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)

85 B

(Date)

(Form Identification number)

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WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

	η
:Cox	Baltimore City state Maryland '
	me of agency or office Department of Public Welfare-Financial Division (Office of custody) (Office which made the record, if different)
Add	dress of office of custody 327 St. Paul Place.
	(Name of building, room number, street address)
1.	Title Cash Deposit Slips - To/From Slips (Give present full title in qubtes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities Re: Deposits - Vouchers "(To/From Slips) or both)
9	Dates. 1938 — - ·
	(Earliest and latest dates; missing dates. Show exact date of breaks)
3.	Quantity 1 Steel file drawer
4.	Labeling As shown on line.
	(Explain fully; years; numbers; letters; number of records so labeled)
5.	Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
6.	Contents Inter-Division correspondence (To/From Slips), (Purpose and general nature of record. Principal items of Information shown. Summary of forms used in making record,
	respecting relief case adjustments, sent their hadings, etc. If a cry general or miscellaneous record, detailed information as to types of records contained and dates covered by
	from the Estate Division of the Department of Public
	Welfare cover funds growing out of the lie-
	demption of insurance policies and funds
•	
	emonoting from the surrender of bank deposits or other
٠.	personal cash, and which are applied against relief case
	payments; filed in some drawer containing Cash
WP	A FORM 12-13HR—Rayised (See reverse side)

6.	Contents-continued Deposit Slips and Cash Vouchers; Kept as on office
	record of funds recovered; correspondence shows
	the name Financial Division, sent to; the name Estate
	Division, from whom received; date of letter; Central Payrol
ė	Bureau number, Dept. of Public Welfore number; (cont. on line 12)
7.	Arrangement Alph. by names of clients (chronologically-by what? Numerically-by what? Alphabetically-by what?)
	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Typed - printed head.
	(Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing) Size Of drawer 6" x 8"4" x 17"2" Approx, 1400
	(Of record or container. Height, width, thickness or depth. Average number of person documents)
11	Location by dates and quantities 1938 to date, I drawer (Cash deposit
	(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) slips in some drawer), on north wall in Senior (lerks office,
	1Poom #211.
19	
.	Other information <u>Pecords</u> and container in excellent condition.
 .	Other information Records and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Other information Records and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6 name and address
	Other information Records and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6 name and address
	Other information Records and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6 name and address
	Other information Records and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6 name and address of client; date of death; date of cut off; particulars respecting
	Other information Records and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6 name and address of client; date of death; date of cut off; particulars respecting check attached also name of insurance company and amount involved; instructions concerning amounts to be applied for
	Other information Records and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6 name and address of client; date of death; date of cut off; particulars respecting check attached also name of insurance company and amount involved; instructions concerning amounts to be applied for
	Other information Records and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) continued from line b name and address of client; date of death; date of cut off; particulars respecting check attached also name of insurance company and amount involved; instructions concerning amounts to be applied for funeral expenses and recovery account; cash deposit slip number;
A. C.	Other information Records and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6
A. C.	Other information Records and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6
A. C.	Other information Records and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW.

1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfare-Financial Division. (Office of custody) (Office which made the record, if different)
Address of office of custody St. Paul Place. (Name of building, room number, street address)
1. Title "Cash Deposit Slips - To/From Slips (Give present full title in quotes: assigned title, if any, in brackets. H'record has had other titles, list them with dates or quantities
(Give present full title in quotes: assigned title, if any, in brackets. R'record has had other titles. list them with dates or quantities Re: Deposits - Vouchers " (Cosh Deposit Slips)
or both)
2. Dates. 1938 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Steel file drawer
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling As shown on line . (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another.
record. Explain why records are missing, if possible)
6. Contents Cash deposit slips filed in same drawer
6. Contents Cash deposit slips filed in same drawer (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. Containing Inter-Division Correspondence kept in file their headings, etc. If a key general or miscellaneous record, detailed information as to types of records contained and dates covered by
For office record of deposits made; Cosh deposits slips each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
prepared by the Financial Division, deposit made in
Bureau of Receipts of funds emanating from insurance
adjustments, or other recoveries as result through
deaths of relief clients; show the name of bureau (The
Department of Public Welfare); cash slip number; date

6.	Contents—continued of cash slip; name and address of client
	involved; Central Payroll Bureau number; Dept, of Public Welfore
	number; category of relief recovery resulted from; description
	of recovery (insurance adjustments, pension fund, court claim, etc.
	name and address of payee; check number; credit (contonline)
7.	Arrangement Chron. by dotes of deposits (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
9.	writing Typed on printed form
	(Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of drawer 6 x 8 4 x 17 2" (Of record or container. Height, width, thickness or depth. Average number of pages as documents)
	(or reserve or container. Actgain, which is the container of pages and queuments)
	4
11.	Location by dates and quantities 1938 to date, I drawer (Inter-Division (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	correspondence and Cash Vouchers in same drawer), on north wall
	in Senior Clerk's Office, Room #211.
12.	Other information Lecords and container in excellent condition (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6 account number;
	service order number; cost account number and
	amount involved; signature of Senior Clerk in Financia
	Division by whom issued; also a perforation occross
	the slip stating City Collector - Paid with date
	of payment.
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)
	U. S. GOVERNMENT PRINTING OFFICE O 16-6419

name)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

1 11
County Baltimore City State Maryland
Name of agency or office Department of Public Welfore - Financial Division. (Office of custody) (Office which made the record, if different)
(Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place. (Name of building room number street address)
(Name of bullding, room number, street address)
1 Title "Cash Deposit Slips"
1. Title Cash Deposit 51158 (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. April 1936 - December 1938. (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Cardboard box. (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Labeled Financial Division-Cosh Deposit Slips 1936-1937-1938 (Explain fully: years: number: letters: number of records so labeled)
5. Discontinued and missing records None (If record discontinued, give reason and state whether same information shown in another
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
& contents Cash denosit slips prepared by the Financial
6. Contents Cash deposit slips prepared by the Financial (Purpose and general nature of record. Principal items of, information shown. Summary of forms used in making record,
Division deposit made in the Bureau of Receipts of their headings, etc.) If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
fund's emanating from insurance adjustments or leach should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
other recoveries as result through death of relief
client; kept in file for office record of deposits made;
deposit slip shows the name of the bureau (Dept. of
Public Welfare); cash slip number; date of cash slip,
name and address of client involved; (entral Payrol)

6.	Contents-continued bureau number, Dept. of Public Welfore number,
	category of relief recovery resulted from; description
	of recovery (insurance adjustments; pension fund; court
	claim; etc.); name and address of payee; check number
	credit account number; service order number; cost (line is
7.	Arrangement Chron, by date of deposit. (Chronologically—by what? Numerically—by what? Alphabetically—by what?) -
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Typed on printed forms.
	(Handwritten, Handwritten printed form, Handwritten printed head, Typed Typed printed form, Typed printed head,
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of box 9'4'X 6'2'X 15'2" (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	·
11.	Location by dates and quantities Apr. 1936-Dec. 1938. Cardboard box on (Room. vault, wall—N. E. S.W., section, bin, shelf, cabinet, on floor) east wall in Storage Room #206.
12.	Other information Records and container in excellent undition, (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2) Continued from line b
	occount number and amount involved; signature of Senior
	Clerk in Financial Division by whom issued; also a perforation
	across the slip stating City Collector - Paid with
	date of payment.
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)

8	6
•	_

16-6419

WPA Form 12-13HR—Revised

3-27-39

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
County Darumbre City State 1 101 4 18110
Name of agency or office Department of Public Welfare-Financial Division
(Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place - (Room # 211) (Name of building, room number, street address)
(Name of building, room number, street address)
1. Title "St. Mary's Industrial School" (1304s
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
Commitment Reports)
or both)
2. Dates. 1938 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 Steel file drawer
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling As shown on line
4. Labeling 175 SNOWN ON TIME (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None. (If record discontinued, give reason and state whether same information shown in another
(if record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Peports are prepared by the institution at the tin
of commitment and forwarded to the Department of Put their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
Welfare to be recorded for the purpose of contributing Welfare each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached)
Dept. share of expenses entailed in supporting the
boys while confined; individual cards show name and
address of boy; age and birth date, date received;
nature of offense; check mark opposite discharged, parole

(See reverse side)

				(1 donate)
13.	(For use in Florida.)	Early imprints	(Author)	(Publisher)
		-		
		· . ·	·	
				
	· · · · · · · · · · · · · · · · · · ·	·		
	of officer a	and the name	of institution	on.
		have been kept earlier than dates a rom line 6—	1 1 1	oprant; signature
14.		(Condition of record if not good. I	Relation to other records. Informa	tion on prior, subsequent, or similar records.
12	Other information	Records and c	ontainer in e	excellent condition.
	vv sriit	<u> </u>	1 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	DIVISION, KOOM ZII
11.		(R	oom. vault, wall—N. E. S. W., sect	on, bin, shelf, cabinet, on floor) Division, Room 211
		10 > 0 1		
	· 	(3×5" Cor	05)	<u></u>
10.	Size of drawer (of r	ecord or container. Height, width,	HPPTOX.	750 Cards. er of pages or documents)
	1	Give months and years covered by	each kind of writing)	
9.	Writing Typeo	and handusen. Handwritten printed form. H	oritten on oriandwritten printed head. Typed.	Nted cords. Typed printed form. Typed printed head.
	title and identification numl	ber)		
	Indexing Non	e		place cross reference here to that form by
7.	Arrangement Alph	. by names of 1	boys for each a hat? Numerically—by what? App	uarter of year. habetically—by what?)
			· ·	name of person line !
			• •	nd address of neares
		· ·	' :	e of eard shows
	address of in	stitution or pai	ty released to	, or returned to; date
υ.		released, hosp		•

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

P. 112. And City of M. Marchard and A.	
County Baltimore City State Maryland	
Name of agency or office Department of Public Welfore - Findncial Di	vision
Address of office of custody 327 St. Paul Place. (Room # 211))
(Name of building, room number, street address)	<u>'</u>
1. Title Maryland Training School For Golo	red
(Give present full title in quotes : assigned title, if any, in Backets. If record has had other titles, list them wit	h dates or quantities
Girls" (Commitment Reports)	
or both)	•
2. Dates. 1938 , (Earliest and latest dates; missing dates. Show exact date of breaks)	
3. Quantity 1 Steel File drower	
(Number of volumes; file drawers; file boxes; bundles; other)	3 (;
4. Labeling As shown on line 1.	
(Explain fully; years; numbers; letters; number of records so labeled)	·
5. Discontinued and missing records (If record discontinued, give reason and state whether same information	
(If record discontinued, give reason and state whether same information	shown in another
record. Explain why records are missing, if possible)	
6. Contents Veports are prepared by the institution at- (Purpose and general nature of record. Principal items of information shown. Summary of forms used	the time
of commitment and forwarded to the Department their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained as	nd dates covered by
Welfare to be recorded for the purpose of contributive each should be given. Unless contents of these records are described by other Forms 12-13HR) such forms should be filled.	nd Welfare ed but and attached)
Dept. share of expenses entailed in supporting the girls	while
confined; individual cords show name and address	s of girl;
age and birth date; date received; noture of off	ense;
check mark opposite discharged, paraled, release	d, hospital
or escaped, name and address of institution, or part	
WPA Form 12-13HR—Revised (See reverse side)	16-6419

	Location by dates and quantities 1938 to date drawer an north (Room, vault, wall—N'E.S. W., section, bin, shelf, cabinet, on floor) Wall in senior clerks office, financial division, Room2 Other information Records and container in excellent condition (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records Whether record is known to have been kept earlier than dates shown in item 2) (For use in Florida.) Early imprints (Author) (Publisher)
	Other information Records and container in excellent condition (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records
	Other information Records and container in excellent condition (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records
	Other information Records and container in excellent condition (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records
	Other information Records and container in excellent condition (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records
	Other information Records and container in excellent condition (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar record
	Other information Records and container in excellent condition (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar record
	Other information Records and container in excellent condition
	Location by dates and quantities 1938 to date 1 drawer on north wall in senior clerk's office, financial division, Room:
	Location by dates and quantities 1938 to date 1 drawer on north (Room, vault, wall—N.E. S. W., section, bin, shelf, cabinet, on floor)
	1026 1 1 1 1
	Size of drawer 3314x 5'4 x 17" Approx. 75 cards. (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
	Writing Typed and handwritten on printed cards (Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head
	title and identification number)
	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form be
	Arrangement Alph. by names of dirls for each quarter of year. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	signature of officer and the name of institution.
-	person held as state witness; name of person held as vage
(opposite side of card shows name and address of parents; name and address of nearest kin; name of person held as state witness; name of person held as vagre signature of officer and the name of institution.

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfare - Financial Division (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place. (Room #206)
(Name of bullding, room number, street address)
1. Title "Cheltenham School For Boys"
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities (Commitment Reports)
or both) 2. Dates. 1938
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Steel file drawer (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling As shown on line 1.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
record. Explain why records are missing, if possible)
6. Contents Reports are prepared by the institution at the (Pulpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
time of commitment and forwarded to the Department their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
of Public Welfore to be recorded for the ourpose of contributing each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Welfare Department share of expenses entailed in supporting
the boys while confined; individual cards show name
and address of boy; age and birth date; date received;
noture of offense; check mark opposite discharged, paroled,
released, hospital, or escaped; name and address of
WPA Form 12-19HR Parised (See reserves gide)

information I	Condition of record	d if not good. Rela	vn in item 2)	in excel Information on pr	lent condition, subsequent, or similar	
information I	Condition of record	d if not good. Rela	ntion to other records.	in excel Information on pr	lent condition, subsequent, or similar	
information 1	Condition of record	d if not good. Rela	ation to other records.	Information on pr	lent condit	
information 1	Condition of record	d if not good. Rela	ation to other records.	Information on pr	lent condit	
information 1	Condition of record	d if not good. Rela	ation to other records.	In excel	lent condit	
information 1	Condition of record	d if not good. Rela	ation to other records.	in excel	lent condit	
information 1	Condition of record	d if not good. Rela	ation to other records.	In excel	lent condit	
information 1	Condition of record	d if not good. Rela	ation to other records.	in excel	lent condit	
information 1	Condition of record	d if not good. Rela	ation to other records.	in excel Information on pr	lent condit	
· · · · · · · · · · · · · · · · · · ·	Records (Condition of record	and co	ntoiner	in excel	lent condit	
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on by dates an	d quantities	(Roor	n. vault, wall—N. E. S	W., section, bin, s	on north	······································
,	·	1920 to	da4a 1			
,		- 	<u></u>	·		
(Of	record or container.	Height, width, thi	ckness or depth Ave	age number of page	s or documents)	
i. Photostat. Other	92.11.211	11		1. 250 C	idrds.	
·			·	Typed. Typed pr	inted form. Typed printe	d head.
		handwr	ilten on	orinted	cords.	
nd identification num	5 t	··	·			
ng Nov	<u>e</u>				s reference here to that f	orm by
gement HIPh	1. by nam	ncs of be	Y Numerically—by w	h auart	er of year. —by what?)	
_	- ,	• •	. •		nstitution.	
	•				ne of person	n held
		•	1		,	
ie and ac			• •		•	
		retur	nea: opp	05188 510	10 NL 4044 6	MALITE
	ana ae	and address of	· .			te released or returned; opposite side of card sand address of parents; name and address of neores

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

State MARYLAND	
Name of agency or office DEPARTMENT OF PUBLIC WELFARE (Office of custody) (Office which made the record, if different)	-
Address of office of custody 327 St. PAUL PLACE (Room #2))	
FINANCIAL DIVISION.	
1. Title "MONTROSE - FLORENCE CRITTENTON" (REPORTS)	
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantification (MONTROSE SCHOOL FOR GIRLS - FLORENCE CRITTENTON MISSION)	itities
or both) 2. Dates. 1938	
(Earliest and latest dates; missing dates. Show exact date of breaks)	
(Number of volumes; file drawers; file boxes; bundles; other)	- .
4. Labeling As Shown ON LINE (Explain fully; years; numbers; letters; number of records so labeled)	
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in ano	ther
record. Explain why records are missing, if possible)	·
6. Contents REFORTS ARE PREPARED BY THE INSTITUTION AT THE TIME OF COM (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making re	IMITMENT ecord,
THE THE TO THE DEPARTMENT OF PUBLIC WELFREE TO BE RECORD their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by the property of the proper	ZED FOR ed by
THE PURPOSE OF CONTRIBUTING SHARE OF EXPENSES ENTRILED IN Steach should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and atta	<i>UPPORTIN</i> .ched)
THE GIRLS WHILE CONFINED, INDIVIDUAL CARDS SHOW NAME AND ADDRE	SS OF
GIRL, AGE AND BIRTH DATE, DATE RECEIVED, NATURE OF OFFENSE; CHECK	1ARK
OPPOSITE DISCHARGED, PAROLED, RELEASED, HOSPITAL OR ESCAPED, NAM	E ANII
HUDRESS OF INSTITUTION OR PARTY RELEASED TO OR RETURNED TO, DA	TE
RELEASED OR RETURNED. OPPOSITE SIDE OF CARDS SHOW NAME AND AD.	DRESS

PERSON HELD		· - ,		•
OF OFFICER A	VII THE NAME OF I	institution.		
			·	
Arrangement RLPH	ABETICALLY BY NA (Chronologically-	TMES OF GIRLS CONF by what? Numerically—by what?	NED FOR EACH 6 Alphabetically—by what?)	WARTER OF EREACH INSTIT
T 1 . A/ /	a-a-a	If separate, fill out a form for it,		
title and identification nu	mber)		·	
Writing TypeII	ANT HANTINAIT	TEN ON PRINTEIJ C m. Handwritten printed head. T	Carus:	
(Handwri	tten. Handwritten printed for	m. Handwritten printed head. T	yped. Typed printed form.	Typed printed head
	r. Give months and years cove			
Size <i>OF TIRRUSE</i> (Or	R 394" x 5/4 record or container. Height,	width, thickness or depth. Average	number of pages or document	DSE SCHOO.
	·	AVG. 100	CARDS - FLORENCE	E CRITTEN
		· · · · · · · · · · · · · · · · · · ·		
Location by dates a	nd quantities 1938	To IIATE I-IIRAWE (Room. vault, wall—N. E. S. W.	R ON NORTH M	FLL /N
Location by dates an	nd quantities 1938 KŚ OFFICE – Fix	TO JIRTE I-JIRRINE (Room, vault, wall—N. E. S. W.	RON NORTH M., section, bin, shelf, cabinet,	on floor)
Location by dates as	nd quantities 1938 KŚ OFFICE – FIN	TO JATE I-JRAWE (Room, valit, wall—N. E. S. W.	R ON NORTH M., section, bin, shelf, cabinet,	on floor)
SENIOR CLERI	KS OFFICE - FIN	IANCIAL ZIIVISION	1-Room 211	
SENIOR CLERI	KS OFFICE - FIN RECORD AND C	TO HATE I-HRAWE (Room, vault, wall—N. E. S. W. HANCIAL ZI'VISION CONTRINER IN EX 100d. Relation to other records. In	I - ROOM 211 CELLENT COND	unes.
Other information 2	KS OFFICE - FIN RECORD AND C	CONTRINER IN EX	I - ROOM 211 CELLENT COND	
Other information 2	RECORD FIND C	CONTRINER IN EX	I - ROOM 211 CELLENT COND	unes.
Other information 2 Whether record is known	CORIL HAT C (Condition of record if not so	CONTRINER IN EX	CELLENT COND	t, or similar record
Other information Whether record is known Note — Girls	CORPICE - FINE CONFINED	TANCIAL ZI'VISION CONTRINER IN EX cod. Relation to other records. In lates shown in item 2) FROM FIGE 10 - U	- ROOM 2// CELLENT COND formation on prior, subsequen	t, or similar record
Other information 2 Whether record is known NOTE — GIRLS	CONTINED	CONTRINER IN EX DOD. Relation to other records. In dates shown in item 2) FROM RGE 10-U	I - ROOM 2// CELLENT COND formation on prior, subsequen P TO EXPIRATION	t, or similar record
Other information 2 Whether record is known NOTE — GIRLS	CONTINED	TANCIAL ZI'VISION CONTRINER IN EX cod. Relation to other records. In lates shown in item 2) FROM FIGE 10 - U	I - ROOM 2// CELLENT COND formation on prior, subsequen P TO EXPIRATION	t, or similar record
Other information 2 Whether record is known NOTE — GIRLS	CONTINED	CONTRINER IN EX DOD. Relation to other records. In dates shown in item 2) FROM RGE 10-U	I - ROOM 2// CELLENT COND formation on prior, subsequen P TO EXPIRATION	t, or similar record
SENIOR CLERA Other information Whether record is known NOTE — GIRLS OF C	CONTINED	CONTRINER IN EX DOD. Relation to other records. In dates shown in item 2) FROM FIGE 10-U. FROM FIGE 10-U. FROM FIGE 10-U.	I - ROOM 2// CELLENT COND formation on prior, subsequen P TO EXPIRATION	t, or similar records

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C. 1 1 1

Country Baltimore City state Maryland
Name of agency or office Department of Rublic Welfare - Financial Division
Address of office of custody 327 St. Paul Place (Room #211)
(Name of building, room number, street address)
1. Title "House of Good Shepherd" (Reports) (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(one present this time in quotes, assisting time, in statistics). It record has had other times, had held with dates of qualitaties
or both) 2. Dates 1938
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Steel FIE drawer (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling As shown on line
(Explain fully; years; numbers; letters; number of records so labeled) 5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Reports are prepared by the institution at the time (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
of commitment and forwarded to the Department of Public their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
Welfare to be recorded for the purpose of contributing Wel
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Dept. share of expenses entailed in supporting the girls
while confined; individual cards show name and address of
girl; age and date of birth; date received; nature of
offense; check mark opposite discharged, paroled,
released, hospital, or escaped; name and address of

	Other information Records and container in excellent Condition (Condition of record if not sood. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) (For use in Florida.) Early imprints (Author) (Publisher)
	(For use in Florida.) Early imprints
12.	\(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
12.	\(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
12.	\(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
12.	\(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
.2.	\(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
2.	\(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
2.	
2.	Other information Records and container in excellent condition
. 1.	Location by dates and quantities 1938 to date drawer on north wall (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) In Senior Clerk's Office-Financial Division-Room 211.
	(3"x 5"cards)
0.	Size of drawer 574 5/4 17 Hoprox. Hoo Cards (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
9.	Writing Typed and handwitten printed on orinted cords. (Handwritten Handwritten printed form. Handwritten printed head. Typed, Typed printed form. Typed printed head.
	title and identification number)
8.	Indexing Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
7.	Arrangement Alph. by names of girls for each quarter of year. (Chronologically-by what? Numerically-by what? Alphabelically-by what?)
	held as vagrant; signature of officer and the name of instut
	kin; name of person held as state witness; name of person
	. 1 1
	name and address of parents; name and address of nearest
	to, date released or returned; opposite side of card shows name and address of parents; name and address of nearest

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

County Boltimore City State Maryland
Name of agency or office Department of Public Welfare - Financial Division (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place (Room #211)
(Name of building, room number, street address)
1. Title Personnel Address Record (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both) 2. Dates. 1935
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Wooden file box.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Not labeled
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None (If record discontinued, give reason and state whether same information shown in another
(== 10000 discontinuous) give reason und date wheeler alline into interest allowing the another
record. Explain why records are missing, if possible)
6. Contents Address record of Department of Public Welfare (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. employees, hept for office reference our poses respectation in the intermediation in th
each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached)
purposes, record also used by office for telephone
communications to employees when needed for
over time work, etc.; individual cards show
employee's identification number; classification
of employment; name of employer; telephone
WPA Form 12-13HR—Revised (See reverse side) 106419

	ontents—continued number; old address and date of entry on payroll, also new address and date of entry on
+	payroll.
7. A	rrangement Alph, by names of employees, (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	ndexing None
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
·	title and identification number)
). W	riting Typed and handwritten on plain cords.
	(Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
). S	ize of box 4"2x53x8" Approx, 215 cards. (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
•	(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
 1 T,	ocation by dates and quantities 1935 to date. I Wooden file box
	(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	ocation by dates and quantities 1935 to date, I Wooden file box (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) on desk near north wall in Senior Clerk's Office,
_6	on desk near north wall in Senior Clerk's Office,
<u>.e</u>	Room # 211.
<u>.e</u>	on desk near north wall in Senior Clerk's Office,
_ <u></u>	Room # 211. ther information Records and container in excellent (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Londition.
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2. O	Room # 211. ther information Records and Container in excellent (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Condition. Whether record is known to have been kept earlier than dates shown in item 2)
	ther information Records and container in excellent (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) For use in Florida.) Early imprints

92-A

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937

1734 NEW YORK AVE. NW. WASHINGTON, D. C.

Cot	BALTIMORE CITY State MARYLAND.
Na	me of agency or office DEPARTMENT OF FUBLIC WELFARE
	dress of office of custody 327 St. PAUL TLAGE (Room #211)
Add	(Name of building, room number, street address) FINANCIAL LIVISION.
1.	Titl (PERSONNEL RECORD - ACTIVE)
	(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	or both)
2.	Dates. 1936 (Earliest and latest dates; missing dates. Show exact date of breaks)
2	Quantity 6-STEEL FILE TRAYS
U.	(Number of volumes; file drawers; file boxes; bundles; other)
4.	Labeling Not LABELEII
_	(Explain fully; years; numbers; letters; number of records so labeled)
5.	Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
6.	Contents CONTHINS HCTIVE PERSONNEL CARD RECORD OF ALL EMPLOYEES (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. ON STREE KEPT FOR FURPOSES OF PHYROLL HND GENERAL OFFICE REFERENCE.
	their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	AND SHOWING NAME OF EMPLOYEE. THE APPOINTED ON STREE. DATE DISCHARGE each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
	DATE RESIGNED; DATE RE-APPOINTED ON STREE; TRANSFERRED AND CHANGED;
	CLASSIFICATION, DEPARTMENT, SALARY PER YEAR, SUMMARY OF DAYS ABSENT
	(YERR-SICK-VACHTION-ABSENT WITH PRY-ABSENT WITHOUT PRY) DATE BORN, MARRIED,
	SINGLE, WHITE, COLORED, PHONE; MALE; FEMALE, HOUSE NUMBER, ADDRESS; EFFICIENCY
	RECORD, ALSO STATISTICAL CARDS COVERING AN EIGHT YEAR PERIOD, ARRANGED
	A T 10 . 10 T

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CHLLY By PRYS	ROLL NUMBERS F y what? Numerically—by wh	INI By CLASSIFICATIONS. nat? Alphabetically—by what?)
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lescribe what it shows. If	separate, fill out a form for	it, and place cross reference here to that form by
)		
TEN AND TYPE	II ON PRINTED	FORMS.
Handwritten printed form.	Handwritten printed head.	Typed. Typed printed form. Typed printed head.
live months and years covered	d by each kind of writing)	· · ·
	= *	E 50 CHRIS PER TRAY age number of pages or documents)
CORIIS FINIT Condition of record if not good	ONTENNERS FRE	Information on prior, subsequent, or similar records.
ve been kept earlier than date	es shown in item 2)	
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carly imprints	(Author)	(Publisher)
		(2 45:5:5:01)
	TEN FIND TYPE Handwritten printed form. TRHYS I'X 9 Ted or container. Height, wie TRHYS FIND CLERKE TOTAL PARTY CONTINUES OF THE CONTINUES	Handwritten printed form. Handwritten printed head. Sive months and years covered by each kind of writing) TRHYS "X 9"X ZH" HYFRHB. I'V 9"X ZH" HYFRHB. I'V 9"X ZH" HYFRHB. I'V 9"X ZH" HYFRHB. I'V 9"X ZH" HYFRHB. IV 100 Container. Height, width, thickness or depth. Aver

92-B

(Form identification number)

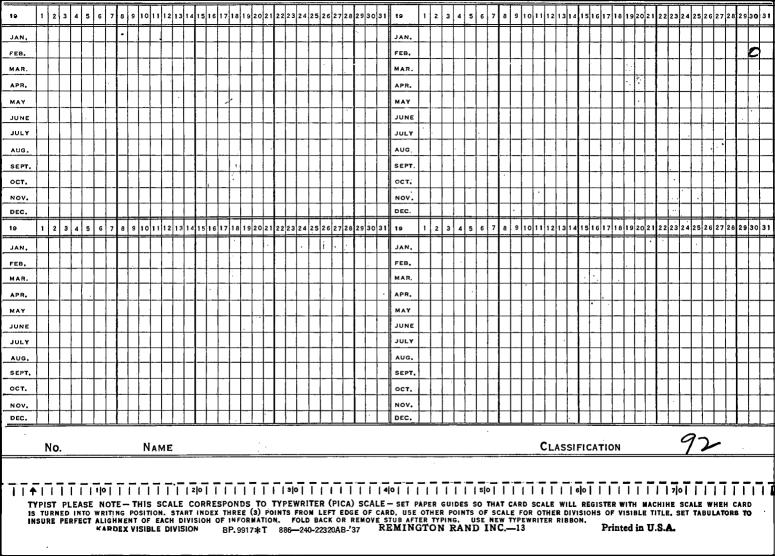
WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Co	County BALTIMORE CITY State MARYLAND	
	Name of agency or office <i>IEPHRIMENT OF PUBLIC WELFHRE</i> (Office of custody) (Office which made the record, if different)	
Ad	Address of office of custody 327 St. Paul Place Room # 211) (Name of building, room number, street address)	-
	(Name of building, room number, street address) FINANCIAL ZIVISION	
1.	1. Title (PERSONNEL RECORD-INACTIVE)	
	Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or qui	
	or both)	·
2.	2. Dates. 1935 - (Earliest and latest dates; missing dates. Show exact date of breaks)	
3.	3. Quantity /- STEEL FILE IRAWER (Number of volumes; file drawers; file boxes; bundles; other)	
. 4	4. Labeling Not LABELED	
-	(Explain fully; years; numbers; letters; number of records so labeled)	
5.	5. Discontinued and missing records None (If record discontinued, give reason and state whether same information shown in an	other
	record. Explain why records are missing, if possible)	
6.	6. Contents FRONT OF DRAWER CONTHINS A RECORD OF ENTRY TICKETS, THE (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making TICKETS, HND. CUT-OFF TICKETS OF ALL PERSONS EMPLOYED IN THE their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates cover their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates cover their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates cover their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates cover their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates cover their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates cover their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates cover their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates cover their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates cover their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates cover their headings, etc. If a very general or miscellaneous record, detailed information shown.	record, Fered by GULFITIONS tached)
	PERSONNEL CARDRECORD OF EMPLOYEES HAVING BEEN DISCHARGED, RESIGNED, DEATH, ETC. AND	
	NAME, SUMMARY OF DAYS AUSENT YEAR, SICK, VACATION, ABSENT WITH AND A	ABSENT
	WITHOUT PAY), DATE APPOINTED ON STAFF, DATE DISCHARGED, DATE	5
	RESIGNED, DATE REAPPOINTED ON STAFF, TRANSFERRED AND CHANGE	GEN;
WI	WPA Form 12-13HR—Revised (See reverse side) 16	—6419

6.	6. Contents—continued CLASSIFICATION, DEPTRIMENT, SAL	RRY PERYEAR; DATE
	BORN, WHITE, COLORED, MALE, FEMALE, MARRIED, SI	NGLE, PHONE, HOUSE NUMBER,
•	RITURESS. EFFICIENCY RECORD, ALSO A STATISTICAL PREANGED AS TO TIAYS AND MONTHS EIGHT YEAR PERIOD, AND SHOWING THE CAUSE OF AB	L CARD COVERING AN SENCE, LC. SICKNESS,
	VACATION, ETC., IDENTIFICATION NUMBER, NAME AND C	LASS/FICATION
7.	7. Arrangement HLPHROETICHLAY BY NAMES OF EMPLOY (Chronologically—by what? Numerically—by what? Alpha	EES. abetically—by what?)
	8. Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and placed in the separate of the sep	•
	title and identification number)	
9.	9. Writing TYPED AND HANDWRITTEN ON PRINTED FORMS (Handwritten. Handwritten printed form. Handwritten printed head. Typed.	FINI CARIS. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)	
10.	10. Size OF STEEL FILE TRAWER 6"x 8"/4"x 17'/2" AVERAGE (Of record or container. Height, width, thickness or depth. Average number	GE 1300 TICKETS FIND of pages or documents)
	HYERAG	E 350 DOUBLE CARDS.
11.	11. Location by dates and quantities 1935 To INTE - 1-STEEL FILE (Room, vault, wall—N. E. S. W., section	TRAWER LOCATED ON In, bin, shelf, cabinet, on floor)
	THE NORTH WALL OF FINANCIAL DIVISION SENIOR	CLERKS OFFICE
	Room 211.	
12.	12. Other information RECORDS AND CONTRINERS FIRE II (Condition of record if not good. Relation to other records. Information	EXCELLENT CONDITION. on on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)	
	N	
	NOTE: -THESE RECORDS ARE KEPT FOR GENERAL OFF	
	NOTE: - SEE SERIAL NO. A-FOR ACTIVE PERSONNEL	FILE RECORT.
•	/	
13.	13. (For use in Florida.) Early imprints(Author)	(Publisher)
		·,
	(Place of publication)	Date of publication)

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WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Baltimore City State Maryland
Name of agency or office Department of Public Welfare - Financial Division (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place. (Room # 215) (Name of building, room number, street address)
1. Title Purchase Orders - Stock Orders - (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities Requisitions - 1938 " (Requisitions)
2. Dates. 1938 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Steel file drower (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling As shown on line 1. (Explain fully: years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents /n Front of drawer regulsitions for Office (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, SUPPLES, EQUIPMENT MEDICINAL SUPPLES and EQUIPMENT their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
Purchased by the Department of Public Welfare for use in each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
all departments, except has pitals; kept for the purpose of
checking against current purchases; requisitions show
the name of department, division or the address, date of
requisition, requisition number, comptroller's symbol,
confirmation; quantity of articles, description of

6.	Contents—continued articles, un	it price, vendor's name and date
		mber, cost account numbers;
	by whom ordered on	d address delivered to; also
	signature of approvin	of officer (Bureau Head or Dept. Head)
7.	Arrangement /\(\frac{\partial Umerical}{\partial (Chronologically-	by requisition numbers. by what? Numerically—by what? Alphabetically—by what?)
	Indexing /Vone	
	(Self-contained—describe what it shows. If	separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)	<u> </u>
9.	Writing 4980 and hand Handwritten. Handwritten printed form	Mritten on printed forms. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years cover	ed by each kind of writing)
10.	Size of steel drawer // X/3	'2X26" 199 documents. idth, thickness or depth. Average number of pages or documents)
	(or record of container. Height, w	num, unickness or depth. Average number of pages or documents)
11.	in room 215,	to date, I drawer on south well (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
12.	Other information Records and (Condition of record if not goo	Container in excellent condition. d. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than da	tes shown in item 2)
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13.	(For use in Florida.) Early imprints	(Author) (Publisher)
	(Place of publication)	(Date of publication)

CITY OF BALTIMORE

REQUISITION

DEPARTMENT			DATE		
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• APPROVED)		APPROVED		
•					
	BUREAU	U HEAD			DAII
	DEPARTMENT	HEAD	In specialists of the Police	ยกระหกัด	CONTROL & ACCOUNTS

(Form Identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland	
Name of agency or office Department of Public Welfore - Financial Division (Office of custody) (Office which made the record, if different)	
Address of office of custody 327 St. Paul Place. (Room #215) (Name of building, room number, street address)	·
1. Title Purchase Orders- Stock Orders- (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or que	
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or que Requisitions - 1938" (Purchase Orders)	antities
2. Dates. 1938	
(Earliest and latest dates; missing dates. Show exact date of breaks)	
3. Quantity Stee file drawer (Number of volumes; file drawers; file boxes; bundles; other)	
, , , , , , , , , , , , , , , , , , , ,	
4. Labeling As shown on line (Explain fully; years; numbers; letters; number of records so labeled)	
	•
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in an	nother
record. Explain why records are missing, if possible)	
6. Contents In center of drawer purchase orders from (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making	record.
the office of purchasing agent for office suppli their headings etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates cove	
equipment, medicinal supplies and equipment	
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and att	
purchased for the Department of Public Welfore	•
use in all divisions except in city hospitals,	
for the purpose of checking against costs of	
current purchases; showing name and	
address of vendor, date of purchase order, name of	
WPA Form 12-13HR—Revised (See reverse side)	6419

. 6.	Contents—continued	department	where deli	very is to be made
	date deli	very promis	ed; purchase	e order number,
	department	number, requ	usition numk	per, comptrollers
		1		R order number;
	quantity, u	nit and de	scription of	articles (cont. on line
		nerically b	•	Order numbers.
8.	Indexing No	ne		and place cross reference here to that form by
	title and identification num		eparate, an out a form for R,	and place cross reference here to that form by
9.	Writing Tupe	ed on print	ed forms	·
				ped. Typed printed form. Typed printed head.
10.	Size of drawe		11	1X, 300 documents, number of pages or documents)
11.	Location by dates and		to date (Room. vault, wall—N. E. S. W.,	drawer on south section, bin, shelf, cabinet, on floor)
			·	<u> </u>
12.	Other information	Records and (Condition of record if not good.	Container i	n excellent condition or prior, subsequent, or similar records
		have been kept earlier than date		* 1
		n line 6	_	unit; at bottom o
			ity of materi	,
	of articles,			orwarded, remarks
	respecting	condition	of materia	11 when received
			·······	
13.	(For use in Florida.)	Early imprints		
			(Author)	(Publisher)
	(Place of	publication)		(Date of publication)

(Form identification number

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937

1 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

Gounty Baltimore City State Maryland
Name of agency or office Department of Public Welfare - Financial Division (Office which made the record, if different)
Address of office of custody 327 St. Paul Place. (Room #215) (Name of building, room number, street address)
1. Title Purchase Orders - Stock Orders -
(Circ + full stale is
Requisitions - 1938" (Stock Requisitions)
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 Steel file drawer
(Number of volumes; nie drawers; nie boxes; bundles; other)
4. Labeling As shown on line (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents In back of drawer stack requisition from Bureau (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, of Stores (City Store), for supplies and equipment their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
Kept for the purpose of checking against previous each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached)
shipments; showing stock order number, department
number, requisition number, comptroller's symbol,
cost account number, name and address of store
date of order, quantity, units and description of
material; date received and name of recipient,
WPA Form 12-13HR—Revised (See reverse side) 16-6419

			-		~				.
	·	·			- 				
7.	ArrangementN	ımerica	2114	by st	tock o	rder v	number	<u>.</u>	
	^/								
٠.	(Self-contained	describe what it	shows. If sep	arate, fill out	a form for it,	and place of	eross reference l	here 'to th	at form b
	title and identification numb	•						·	
€.	Writing Typ	ed on	oriv	ited .	form.		·	·	
	(Handwritte	n. Handwritten p	rintediform. E	andwritten pri	hted head. Ty	ped. Typed	printed form.	Typed pr	inted head
	Printed. Photostat. Other.	Give months and	years covered b	each kind of w	riting)				
).	size of drawer	cord or container.	2×26			doc	iment	• •	·
	(Of re	cord or container.	Height, width	thickness or de	pth. Average	number of p	ages or documen	nts)	1.
									
				•					
	T 4	1 4*4*	Manali	1020	<i>I</i> . I	1 1	1 4		1
•	Location by dates and	l quantities	March om 2	1939 com. vault, wa	to do	te, section, bir	I drau	on floor)	04
•	Location by dates and South wall	l quantities	March om 2	1939 loom. vault, wa	to do	te,	I drau	er , on floor)	00
	South wall	in ro	om 2)5		·	·		·
	SOULH WALL Other information	in ro	om 2 and	15. con	tainer		excellen	t cor	nditi
	SOULH WALL Other information	in ro	om 2 and	15. con	tainer		excellen	t cor	nditi
	SOULH WALL Other information	Cecord (Condition of record	om 2	LON Relation to othe	tainer		excellen	t cor	nditi
	South wall	Cecord (Condition of record	om 2	LON Relation to othe	tainer		excellen	t cor	nditi
	South wall	Cecord (Condition of record	om 2	LON Relation to othe	tainer		excellen	t cor	nditi
	South wall	Cecord (Condition of record	om 2	LON Relation to othe	tainer		excellen	t cor	nditi
	South wall	Cecord (Condition of record	om 2 d if not good.	LON Relation to othe	tainer		excellen	t cor	nditi
	South wall	Cecord (Condition of record	om 2 d if not good.	COM Relation to other hown in item 2	tainer		excellen	t cor	nditi
	South wall	Cecord (Condition of record	om 2 d if not good.	COM Relation to other hown in item 2	tainer		excellen	t cor	nditi
	South wall	Cecord (Condition of record	om 2 d if not good.	COM Relation to other hown in item 2	tainer		excellen	t cor	nditi
	South wall	Cecord (Condition of record	om 2 d if not good.	COM Relation to other hown in item 2	tainer		excellen	t cor	nditi
-	South wall	Cecord (Condition of record	om 2 d if not good.	COM Relation to other hown in item 2	tainer		excellen	t cor	nditi

(Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

•	DRE CITY State MAR	
Name of agency or office DEA	PARTMENTOF PUBLIC WE (Office of custody) (Office which made the	record if different)
Address of office of custody	#0 C- 0	PLACE. (Rooms #211-215
Address of office of custody	(Name of building, room number	street address)
1. Title STATIO	ONERY OFFICE SUPA	OLIES - CARD other titles, list them with dates or quantities
or both)	Z	
2. Dates. 1935	- •	·
	(Earliest and latest dates; missing dates. Show exact dates	
3. Quantity <i>I, STEEL</i>	FILE DRAWER & 1 WOO	DEN BOX.
4. Labeling DRAINER	(Number of volumes; file drawers; file boxes; but LABELEO, COMPLETE ST (Explain fully; years; numbers; letters; number of r	
5. Discontinued and missing a	records NONE.	
	(If record discontinued, give reason and state	whether same information shown in another
record. Explain why records are mi	issing, if possible)	·
• • • • • • • • • • • • • • • • • • •	PECORD OF STATION al nature of record. Principal items of information shown. FOR FME PURPOSE OF eral or miscellaneous record, detailed information as to type	
	eral or miscellaneous record, detailed information as to type 191500157818U71014 ents of these records are described by other Forms 12-13HR,	•
	PARTMENT, THE CARD	
NUMBER, DES	CRIPTION OF ARTICLE	S, UNITS SIZE,
FORM NUMBE	R.DATE OF PURCHAS	E, REQUISITION
NUMBER, FROM	M WHOM PURCHASED,	QUANTITY RECEIVED,
LINIT COST, TO	WHOM ISSUED, DATE	FISSUANCE,
WPA Form 12-13HR—Revised	(See reverse side)	16—6419

6.	Contents—continued DR. ACCOUNT, QUANTITY AND COST OF
	SUPPLIES ON HAND.
	CONTINUEDTOIT
7.	Arrangement IN FRONT OF CONTAINERS, RECORDS MARKED - 30 #1, (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	\wedge
٠.	Indexing // (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing TYPED ON PRINTED CARDS
	(Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF STEEL DRAWER: 74"x 916"x17"APPROX. 1000 CARDS. (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
-	SIZE OF INDODEN BOX; 62"X62"X812", APPROX. 300 CARDS.
	OR APPROX.1,300 CARDS IN ALL.
11.	Location by dates and quantities 1, STEEL FILE DIRPLATER, AGAIN ST S. (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	WALL, IN ROOM # 215; I, WOODEN BOX, ON TOP OF DESK
	AGAINST EAST WALL OF ROOM #211 (AUDITING CLERK
12.	Other information CONDITION OF RECORDS. GOOD. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	CONTINUED FROM LINE of - STATIONERY CARDS; WOODEN BOX
	NOT LABELED.
	CONTINUED FROMLINE 1 - GENERAL SHPPLIES, AR.
	RANGED, ALPHA. BYNAME OF SUPPLY, IN REAR, REC
	ORDS, ARRANGED IN NO PARTICULAR ORDER OTHER
	THAN NAME OF DEPARTMENT, OR NAME AND NUMBER
13.	(Forusa in Florida.) Barly imprints OF FORMS.
	(Asthor) (Politicer) NOTE', RECORDS IN WOODEN BOY ARE ACTIVE (Publication) (Data franklisation)
	THOSEINSTEEL DORANTON (Date of publication) THOSE IN STEEL DORANTON PER REGION RECLOSED.

(Form Identification number

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

BALTIMORE CITY State MARY LAND.
Name of agency or office DEPARTMENT OF PUBLIC WELFARE-FIVAIVCIAL DI (Office of custody) (Office which made the record, if different)
(Office of custody) (Office which made the record, if different)
Address of office of custody #327. ST. PAUL PLACE. Room 215
(Name of building, room number, street address)
66 1
1. Title UORRESPONDENCE.
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. 1936— (Earliest and latest dates; missing dates. Show exact date of breaks)
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 2, STEEL FILE DRAMER. (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling CORRESPONDENCE:-1936-1937-1938. (Explain fully; years; numbers; letters; number of records so labeled)
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records // ONE.
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
<u> </u>
6. Contents THE RECORD IS KEPT FOR GENERAL PURPOS- (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
ES RESPECTING EYPENDITURES OF THE DEPONDENT their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
OF PUBLIC WELFORE. CORRESPONDENCE TO GAMO each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached)
FROM THIS OFFICE INCLUDING THE FOLLOWING;
ABSENTEE'S REPORTS, (ABSENCE FOR REASONS OTHERTH
PERSONAL SICKNESS, BILLS AND CORRESPONDENCE
CERSONAL SIGRIXESS, KILL SPILL OUTE RESERVEDE
FROM CITY MEDICAL AGENCIES, COST STATEMENT
FOR OPENATING EXPENSES OF THE D.W.P. FOR EAC

6.	Contents—continued MONTH, CORRESPONDENCE FROM CITYLISTS,
	HOSPITAL EXPENSE STATEMENTS, INSTRUCTIVE
	VISITING NURSE ASSOCIATION MONTHLY STATEMENTS,
	FOR SERVICES RENDERED MISCELLANEOUS BILLS
	FOR ICE AND TRANSPORTATION CORRESPONDENCE-
7.	Arrangement ALPHA, BY SUBJECT OR NAME OF A GENCIES (Chronologically—by what? Numerically—by what?)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing HANDWRITTEN AND TYPED ON PLAIN PORE AND (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	PRINTED FORMS. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF STEEL DRAMER: 11"X 135"X 26", APPROX. 2,000 (Qf record or container. Height, width, thickness or depth. Average number of pages or documents)
	SHEETS IN DRAWER.
11.	Location by dates and quantities ZN STELL DRAWER, AGRINST SOUTH (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) WALL, OF ROOM & 215. (FINANCIAL DIVISION).
12.	Other information CONDITION OF RECORD & EQUIPMENT GOOD. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	(CONTINUED EROM ITEM #6). — RESPECTING PAYMENTS FOR Whether record is known to have been kept earlier than dates shown in item 2)
	OBLIGHTIONS OF DIMP, TOWARDS BUDGETS, MUNICIPIAL
	TELEPHONE EXCHANGE BILLS, MISCELLANEOUS CORRES-
•	PONDENCE AND REPORTS FROM REFORMATORIES, INVOICES
	FROM MUNICIPAL DUPLICATING BUREAU; FOR OFFICE
	SUPPLIES, TRANSPORTATION ORDERS; FOR RELIEF CLIENTS
	CORRESPONDENCE RESPECTING AGREEMENT WITH
13.	(For use in Florida.) Early imprints DISPEIVSARIES AND LEASES FOR (Author) (Publisher)
	PROPERTIES. (Placerofepublication) (Data-of-symblication)
	(Place:ofenublication) (Date-ofenublication)

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

· · · · · · · · · · · · · · · · · · ·
Country BALTIMORE. State MARYLAMO.
Name of agency or office DEPARTMENT OF PUBLIC WELFARE-FINANCIAL DIV (Office of custody) (Office which made the record, if different) Address of office of custody (Name of building, room number, street address)
1. Title (RECORDS OF RECOVERIES - INDIVIDUAL ACCOUNT) (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both) 2. Dates. 1938—— •
(Earliest and latest dates; missing dates. Show exact date of breaks) 3. Quantity Z, LOOSE LEBE BINDERS, (1,BINDER 1938) (1,BINDER 1939) (Number of volumes; file drawers; file boxes; bundles; other) 4. Labeling NONE
(Explain fully; years; numbers; letters; number of records so labeled) 5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents THESE RECORDS ARE KEPT FOR THE BUR POSE. (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, OF CHECKING AGAINST D. P. W. PAYROLLS ALSO USED their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by BYTHE BOARD OF STATE AD BMD CHARITIES TO each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
CHECK THEIR RECORDAGEINSTTHIS ACCOUNT, AT VAR. IOUS INTERVALS, INDIVIDUAL ACCOUNTS HEADED "RECORD OF RECOVERIES, GROWING OUT OF DEATHS OF
CLIENTS THAT ARE INSURED, (INSURANCE TURNED

6.	Contents—continued CENTRAL PAY ROLL NUMBER, CASENUMBER,
	NAME AND ADDRESS OF CLIENT, DATE CHECK WAS RE-
	CEIVED, DESCRIPTION OF ACCOUNT; SHOWS NAME OF
	INSURANCE CO. AND REASON FOR PAYMENT, AMOUNT
	OF RECEIPTS, CHECK NUMBERS AND AMOUNT OF - V
7.	Arrangement CHRONO, BY DAFE CHECK WAS RECEIVED. (Cliffonologically—by what? Numerically—by what? Alphabetically—by what?)
8.	1/00/
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing TYPED ON MINEOGRAPHED FORM. (Handwritten Brinted form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	(Handwitten, Handwitten printed form, Handwritten printed head, Typed printed form, Typed printed head,
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF BINDERS' //'X/34X26': APPROX.350 SHEETS IN (Of record or container. Height, which, thickness of depth. Average number of pages or documents)
	1938 BINDER, APPROX. 75 SHEETS IN 1939 BINDER, OR
	APPROX. 425 SHEETS IN ALL.
11.	Location by dates and quantities IN 2, STEEL DEAMER, LABELED (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	"PETTY CASH RECORDS", AGAINST SOUTH WALL OF
	ROOM, #215. [AUDITING CLERK).
12	Other information CONDITION OF PECORDS FOOD
	Other information CONDITION OF RECORDS, GOOD. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
(CONTINUED FROM ITEM #6). RECEIPTS, CHECK NUMBERS Whether record is known to have been kept earlier than dates shown in item 2)
	AND AMOUNT OF DISBURSEMENTS, RLSO BALANCE.
	BOTTOM OF SHEET SHOWS ASSISTANCE GRANTED PRIOR
	TOTUNE 1935; TUNE 1935; TUNE 1935-FEB. 1,-1936;
	FEB. 1, -1936 AND TOTAL . ALSO DISTRIBUTION OF
	NET RECOVERY SHOWING AMOUNTS FOR LOCAL,
	STATE AND FEDERAL AND TOTAL
10	(For use in Florida) Forly imprints
15.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)

0.			*
Blonk	COUNTY	WELFARE	BOARD
		5	•
RECORD OF	RECOVERIES)	

INDIVIDUAL ACCOUNT

c PB·No.

· Name

					· · · · · · · · · · · · · · · · · · ·	
		2	3	4	/ 5	6
• .				Disbur	sements .	
Date	– De	scription	Receipts	Check #	Amount	Balance
	name of Ins. Co.	(For Funual etc)	•//			·
	, ,				·	,
	·					:
·.						
					·	
	·					
	Assistance Granted:		•	Distributi	ion of Net Rec	overy:
	Prior to June 1, 1935	\$		Local	\$	· · · · · · · · · · · · · · · · · · ·
	June 1, 1935 to Feb. 1,	1936		State		
	Feb. 1, 1936 to date			Federal	l	
	Total	å. ·		Total	₫-	

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Goods BALTIMORE CITY. State MARYLAND.
Name of agency or office DEPARTMENT OF PUBLIC WELFARE-FINANCIAL DIV
Address of office of custody #327 ST. PAUL PLACE. (Room 215)
Address of office of custody (Name of building, room number, street address)
1. Title SEMI-MONTHLY EMERGENCY CASH PAY ROLLS, (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities Petty Cash Pecord
or both)
2. Dates. DEC. 1938 ——— (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity I, STEEL FILE DRAWER (10 ENVELOPES). (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling DRAWER LABELED, "PETTY CASH RECORD" (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records // ONE. (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTRINS EN VELOPES MARKED ON OUTSIDE WITH (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
/// CLUS/VE DATES OF PAY POLLS AND CLASSECATION their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
OBRELIES JOND ANIOUNTS: HEPT FOR PECORD AND FILE ALSO each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
FOR FUTURE REFERENCE PURPOSES; CONTENTS OF
ENVELOPES CONSISTS OF PAID EMERGENCY CASH
VOUCHERS, RECORD OF REQUEST, COPY OF YOUCHER
FOR PETTY CASH REIMBURSEMENTS AND D.P.W.
PAY ROLLS. THEY ARE SEPARATE FOR EACH

Contents—continued CATEGORY OF PELIFF.
Arrangement CHRONO. BYDATE OF PAY ROLL PERIODS. (Chronologically—by what? Alphabetically—by what?)
1/08/5
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
title and identification number)
Writing HAND WRITTEN AND TYPED OIV PRINTED FORMS (Handwritten Handwritten printed form. Handwritten printed head. Typed Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)
Size OF STEEL DRAWER: // X/35 X 26 (10 ENVELOPE) (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX.300 SHEETS IN ENVELOPE OR APPROX.
3,000 SHEETS IN ALL.
Location by dates and quantities <u>IN STEEL FILE DRAWER ACAINST</u> (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Location by dates and quantities IN STEEL FILE DRAWER ACAINST (Room, vault, wall—N. E. S. W., section, bin, shelf, carriet, on floor) SOUTH WALL, IN ROOM # 2/5. (FINANCIAL DIVIS
Location by dates and quantities IN STEEL FILE DRAWER ACAINST (Room, vault, wall—N. E. S. W., section, bin, shelf, capinet, on floor) SOUTH WALL, IN ROOM # 2/5. (FINANCIAL DIVIS ION),
SOUTH WALL, IN ROOM # 2/5. (FINANCIAL DIVIS-
SOUTH WALL, IN ROOM # 2/5. (FINANCIAL DIVIS - ION). Other information CONDITION OF RECORDS EQUIPMENT GOOD
SOUTH WALL, IN ROOM # 2/5. (FINANCIAL DIVIS ION). Other information CONDITION OF RECORDS EQUIPMENT GOOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
SOUTH WALL, IN ROOM # 2/5. (FINANCIAL DIVIS - ION). Other information CONDITION OF RECORDS EQUIPMENT GOOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
SOUTH WALL, IN ROOM # 2/5. (FINANCIAL DIVIS ION). Other information CONDITION OF RECORDS EQUIPMENT GOOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
SOUTH WALL, IN ROOM # 2/5. (FINANCIAL DIVIS - ION). Other information CONDITION OF RECORDS EQUIPMENT GOOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
SOUTH WALL, IN ROOM # 2/5. (FINANCIAL DIVIS - ION). Other information CONDITION OF RECORDS EQUIPMENT GOOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
SOUTH WALL, IN ROOM # 2/5. (FINANCIAL DIVIS ION). Other information CONDITION OF RECORDS EQUIPMENT GOOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
SOUTH WALL, IN ROOM # 2/5. (FINANCIAL DIVIS ION). Other information CONDITION OF RECORDS EQUIPMENT GOOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Other information CONDITION OF RECORDS EQUIPMENT GOOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
SOUTH WALL, IN ROOM # 2/5. (FINANCIAL DIVIS - ION). Other information CONDITION OF RECORDS EQUIPMENT GOOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
SOUTH WALL, IN ROOM F 2/5 (FINANCIAL DIVIS ION). Other information CONDITION OF RECORD SEQUIPMENT GOOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) (For use in Florida.) Early imprints

(Date)

98

(Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Name of agency or office DEP	ARTMENT OF PUBLIC WELE (Office of custody) (Office which made the record, if di	RE-FINAIVCIAL-D
Address of office of custody	#327 ST. PAUL PLA	CE. (Room #211
	(Name of building, room number, street addre	88)
1. Title	otes, assigned title, if any, in brackets. If record has had other titles,	No. 1
(Give present full title in quo	oces; assigned title, it any, in brackets. It record has had other titles,	iist them with dates or quantities
or both)		
2. Dates. 1939 — —	(Earliest and latest dates; missing dates. Show exact date of breaks)	·
3 Quantity 7 M/OODE		
	(Number of volumes; file drawers; file boxes; bundles; other)	
4. Labeling NONE.	(Explain fully; years; numbers; letters; number of records so lab	
5 Discontinued and missing res	11.	eled)
5. Discontinued and missing red	(If record discontinued, give reason and state whether same	e information shown in another
· · · · · · · · · · · · · · · · · · ·		
record. Explain why records are missing	ing, it possible)	•
6. Contents ZN FRONT (Purpose and general n	OF DRAVVER ARE ACTIVE nature of record. Principal items of information shown. Summary of	ERECORDS of forms used in making record,
CONSISTING O	TESTOCIE PEGULS TO A PROPERTY OF THE PROPERTY	contained and dates covered by
POSE OF THIS Peach should be given. Unless contents	RECORD IS TO CHECK AG s of these records are described by other Forms 12-13HR, such forms a	AINST STOCK should be filled out and attached)
CARD FOR EAC	H DEPARTMENT OF D.F.	
•		
TIONERYAND	OFFICE SUPPLIES. STO	•
TIONERY AND TIONS SHOW R	REQUISITION NUMBER, N	IAME OF
TIONERY AND TIONS SHOW R		IAME OF

	Other information CONDITION OF RECORDS & FQUIPMENT GOO (Condition of record if not rood. Relation to other records. Information on brior, subsequent, or similar records.) Whether record is known to have been kept earlier than dates shown in item 2) NOTE: THIS RECORD IS FILED IN SAME DRAWER WITH "CORPES PONDEIVCE", SEE REPORT # 99 (For use in Florida.) Early imprints (Author) (Publisher)
	Other information CONDITION OF RECORDS & FQUIPMENT, GOO (Condition of record if not rood. Relation to other records. Information on brior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) NOTE: THIS RECORD IS FILED IN SAME DRAWER. WITH "CORPES PONDEINCE" 3 FE REPORT # 99 (For use in Florida.) Early imprints
12.	Other information CONDITION OF RECORDS & FOUIPMENT GOO (Condition of record if not good. Relation to other records. Information on brior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) NOTE: THIS RECORD IS FILED IN SAME DRAWER.
12.	Other information CONDITION OF RECORDS & FOUIPMENT GOO (Condition of record if not good. Relation to other records. Information on brior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) NOTE: THIS RECORD IS FILED IN SAME DRAWER.
12.	Other information CONDITION OF RECORDS & FOUIPMENT GOO (Condition of record if not good. Relation to other records. Information on brior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) NOTE: THIS RECORD IS FILED IN SAME DRAWER.
12.	Other information CONDITION OF RECORDS & FOUIPMENT GOO (Condition of record if not good. Relation to other records. Information on brior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) NOTE: THIS RECORD IS FILED IN SAME DRAWER.
12.	Other information CONDITION OF RECORDS & FOUIPMENT GOO (Condition of record if not good. Relation to other records. Information on brior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) NOTE: THIS RECORD IS FILED IN SAME DRAWER.
12.	Other information CONDITION OF RECORDS & FOUIPMENT GOO (Condition of record if not good. Relation to other records. Information on brior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) NOTE: THIS RECORD IS FILED IN SAME DRAWER.
12.	Other information CONDITION OF RECORDS & FOULPMENT, GOO (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
12.	· · · · · · · · · · · · · · · · · · ·
11.	Location by dates and quantities IN DESIL DRAWER OF AUDITING (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) CLERK'S DESIK, AGAINST EAST WALL OF ROOM?
	(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing) Size OF INODEN DRAWER: // # X // # X // # X // APPROX. (Of record or container. Height, width, thickness or debth. Average number of pages or documents)
9.	Writing HANDWRITTEN ON PRINTED FORM. (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	title and identification number)
8.	Indexing(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	Arrangement ALPHA. BY MAME OF DIVISION OR PROJECT. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	CIPICO VELLENTING SUPPLIES.
	APPROVED, AND OFFICE RECEIVING SUPPLIES.
	THULL SELLING TOURS BY VVHOIT
	WHOM DELIVERED, BY WHOM ISSUED, BY WHON
	AND TOTAL, TOTAL COST, BY WHOM ORDERED, TO WHOM DELIVERED, BY WHOM ISSUED BY WHOM

KOVAKA-NIEDEA	ITOIHL.	99
(Worker's fuil name)	(Date)	(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE CITY State MARYLAND.
Name of agency or office DEPARTMENT OF PUBLIC WELFARE -FINANCIAL OF Office of custody) (Office which made the record, if different),
Address of office of custody #327 ST. PAUL PLACE (Room # 21)
1. Title COPRES POINDENCE (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. 1939 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Z, WOODEN DESK DRAWER. (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling NOIVE.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records //O//E. (If record discontinued, give reason and state whether same information shown in another
, (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents INBACK OF DIRAMER PREACTIVE PECORDS (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, CONSISTING OF MISCELL HIVE OUS CORRESPOND— their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
ENCE THE RECORD IS KEPT FOR GENERAL OFFICE each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
PURPOSES, RESPECTING CHECKING AMOUNT OF STOOP
ISSUED TO VARIOUS DEPARTMENTS MISCELLANEOU
CORRESPONDENCE CONSISTS OF STATEMENTS
FOR GAS & ELECTRIC, LIST OF SUPPLIES FOR
DYECLEANERS, TAILORS AND LAUNDRIES,

6.	Contents—continued /N SEWING AND HOUSE HOLD TRAINING
	PROTECTS, RECORDS OF STATIONERY ISSUED FROM
	STOCK, DEPARTMENT OF FINANCE, RESPECTING
	REPLENISHMENT OF SUPPLIES, BULLETINS RE-
	SPECTING DATES OF PAYROLLS, LETTERS TO-7
7.	Arrangement CHRONO BY DATE FILED. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing NonE. (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing HANDWRITTEN BTYPEDON PRINTED FORMS, (Handwritten Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	PRINTED HEADS AND ON PLAIN PAPER. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF WOODEN DRAWER '115"X 115"X 26" APPROX. (Of record or container. Height, width, thickness or depth. Average number of pages of documents)
	1,000 SHEETS
11.	Location by dates and quantities IN DESK DED IN E.S. W., section, bin, shelf, cabinet, on floor)
	CLERKS DESK, AGRINST EAST WALL OF ROOM #211.
	Other information CONDITION OF RECORDS & EQUIPMENT GOOD. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
(Whether record is known to have been kept earlier than dates shown in item 2)
	FROM THIS DEPARTMENT REGARDING AUTOMOBILES LI-
	CENSING FOR CLIENTS, LIST OF CHANGES OF CASES FOR
ı	EACH MONTH, INTERDIVISION CURRESPONDENCE RE
	SPECTING PAY ROLL MUNTHLY STOCK INVENTORIES
	OF STATIONERY AND OFFICE SUPPLIES, INTERDEPORT-
	MENTAL CORRESPONDENCE, RESPECTING CASH REDUCT-
13.	(For use in Florida:) Barly imprints IONS ON EMERGENCY CASA VOLICHERS (Author) (Publisher)
	INCLUDINGLISTOF NAMES OF PERSONS RECEIVING - (Place of publication)
	NOTE: FOR CONTINUANCE OF CONTENTS (ITEM #6)
	05-0-1-0011-0011-0011-0011-0011-0011-00

SEE ATTACHED HODENDA. SHEET.

. (CORRESPONDENCE).

		,	and the second s	
CONTENTS	(ITEM#6)	CONTINUED	FROM SERIAL#	ADDENDA.
	The state of the s			

GATIC	GATIONS, ESTIMATES FOR YEAR OF STA
	Y AND SUPPLIES REQUIRED. PURCHASE
DRUER	ES FOR STATIONERY AND SUPPLIES FOR
D.P.W.	WITH DELIVERY SLIPS ATTA CHED SHO
ING A	MOUNT OF PARTIAL SHIPMENTS.

Kovaka-	Ní	 len	+	oh	1
(Want)					

4-11-39

00

(Form identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937

THE HISTORICAL RECORDS SURVEY: 1937-1734 NEW YORK AVE. NW. WASHINGTON, D. C.

Baltimore City State Maryland
Name of agency or office Department of Public Welfare-Financial Division. (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place. (Room, #206-#215) (Name of building, room number, street address)
(Additional political addition)
1. Title (Partients Reports From Hospitals) (Give present full title in quotes: assigned title, if any, in brackets. If record has had other litles, list them with dates or quantities
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities "Hospital Accident Short Slips" or both)
2. Dates. /937
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Bundle: Card board box: Steel file drawer. (Number of volumes: file drawers: file boxes bundles; other)
4. Labeling I Cardboard box. Id beled Financial Division-(Cont.on linc 12) (Explain fully: years: numbers; letters; number of records so labeled)
5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)
6. Contents Semi-monthly reports from the Maryland General (Purpose and general nature of rebord. Principal items of information shown. Summary of forms used in making record, Franklin Saugre Mercy Prayident St. Agnes St. Joseph
Franklin Square, Mercy, Provident St. Agnes, st. Joseph, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
South Baltimore General, University and West each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached) Baltimore hospitals of relief clients receiving
treatments; kept for the purpose of checking against
hospital admission permits also monthly bills
received from the hospitals; show name of
hospital, names of patients, dates admitted,
WPA Form 12-13HR—Revised (See reverse side) 16-6419

6.	Contents—continued dates discharged from hospital
	also signature of Medical Doctor.
•	
	
7.	Arrangement Chron. by dates admitted under each hospital. (dhronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Handwritten on printed form (Handwritten printed form. Handwritten printed head. Typed Typed brinted form. Typed printed head.
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of drawer 52x6x 17y Approx. 300 reports. (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	Of record or container. Height, width, thickness or depth. Average number of pages or documents of box 3/4 x 5/2 x 93/4" Approx. 800 reports.
	" of bundle 334x 534x 3" Approx 400 reports.
11.	Location by dates and quantities 1937, Bundle 1938, 1 Cardboard box on west well (Room, vault, wak—N. E. S. W., section, bin, shelf, cabinet, on floor)
	in storage room 206; Jan. 1939. to dote, I file drower.
•	on west woll in room #215.
12.	Other information Records and containers in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2) continued from line 4————————————————————————————————————
	Accident Short Slips-1938; 1 Bundle labeled Hospital
	Short Slips 1937; 1 Steel file drawer (covering 1939
	to dote.), not labeled.
	
	Note: for prior records see report #137.
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

,			State MAR		MANCÍBI DÍN
Name of agency	or omce	(Office of c	FPUBLIC WILL made (the record, if different)	YOUNG THE DIV
	e of custody	#327	57. PAU ame of building, room numb	LPLAO er, street address)	E. (Roomtals
	(HOS P re present full title in quot SED CAS		DMISSIL	ON PER	MITS) 1
or both)					· · -
2. Dates. 19	/57	(Earliest and latest dates	; missing dates. Show exact	date of breaks)	
3 Quantity (6 STEE		RAWERS; file drawers; file boxes;		
o. Quantity		(Number of volum	es; file drawers; file boxes;	bundles; other)	
4. Labeling	SEE ADDEN	VDA SHEETS (Explain fully; years;	FOP LIST OF	DPAWERS AS	LABELED
5 Discontinua	ed and missing reco	ords /	ONF		
o. Discontinue	and imposing root	(If record discor	tinued, give reason and stat	e whether same informati	on shown in another
	·			·	
record. Expla	in why records are missing	g, if possible)			· ·
6. Contents C	(Purpose and general as	ture of record. Principal	items of information show PURPOS etailed information as to ty DEROM L bed by other Forms 12-13H	EOECITEC pes of records contained	and dates covered by
6. Contents	(Purpose and general na AND ARE, etc. If a very general segiven. Unless contents	ture of record. Principal USED FO or miscellaneous record, d DECEIVE of these records are descent	R SUPPOS etailed information as to ty D FROM H bed by other Forms 12-13H F CLIFN	pes of records contained OSPITAL R, such forms should be fi	and dates covered by SFOR lled out and attached)
6. Contents	Purpose and general as AND ARE , etc. If a very general ST BILLS e given. Unless contents TMENT O S DATE IS	ture of record. Principal USED FO or miscellaneous record, d PECELVE of these records are desc FRELIE	etailed information as to ty DEROM F bed by other Forms 12-13H ECLIEN RMITNUM	pes of records contained OSPITAL R, such forms should be fi	and dates covered by SFOR Bled out and attached) ERIYIT FOR HOS-
6. Contents	(Purpose and general instance)	COPIES Auture of record. Principal SED FO or miscellaneous record, de RELIE SUED, PERSONAL SUED,	R SUPPOS etailed information as to ty D FROM H bed by other Forms 12-13H F CLIFN	POF CHEC pes of records contained OSPITAL R, such forms should be fi TSITHE F BER NAME	and dates covered by SFOR Illed out and attached) ERITIT EOFHOS-

6.	Contents—continued
	Arrangement CHRONO. BY DATE OF ADMIS SION UNDER EACH HOSTPIT. (Chronologically—by what? Numerically—by what? Alphabetically—by what?) AL.
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	2 Sparas, in our 1 form for it, and place closs reference here to man form by
	title and identification number)
9.	Writing HAND VNR ITTEN ON PRINTED FORMS. (Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
0.	Size OF STEEL DRAWER: 5 /2 X 6 /2 X 17 /3 APPROX. (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	4,200 PERMITS IN FACH ORAWER, OR APPROX.
	25,200 PERMITS IN ALL.
1.	Location by dates and quantities ZN STEEL CABINET, ACAINST WEST (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	WALL OFROM \$ 215. (SENIOR CLERK, FINANCIAL
	DIVISION).
2.	Other information CONDITION OF RECORDS 2 FOUIPMENT GOOD. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar fecords.
	Whether record is known to have been kept earlier than dates shown in item 2)
	NOTE: THE ABOVE ARE CLOSED CASES, OF RE-
	LIEF CLIENTS WHO HAVE RECEIVED TREAT
	MENTS IN HOSPITALS SEE SERIAL #101-B.
	FOR ACTIVE CASES.
	FURACITYE CHOES.
2	(For use in Florida) Farly imprints
J .	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)
	· · · · · · · · · · · · · · · · · · ·

(HOSPITAL ADMISSION PERMITS). 101-A

(LABELING ITEM #4; CONTINUED). ADDENDA.

1, DRAWER LABELED - "DISCHARGED STATE SANITORIUM TO WEST BALTIMORE, CONTAINS PERMITS FOR STATE SANITORIUM, UNION MEMORIAL, UNIVERSITY HOSPITAL AND WEST BALTIMORE GENERAL HOSPITAL.

1, DRAWER LABELED-"DISCHARGED,
ST. JOSEPHS TO SOUTH BALTIMORE"- CONTAINS
PERMITS FOR SINAI HOSPITAL AND SOUTH
BALTIMORE GENERAL HOSPITAL.

1, DRAWER LABELED-"DISCHARGED,
JOHNS HOPKINS & KERNANS, CONTAINS PERMITS FOR JOHNS HOPKINS AND KERNAN
HOSPITALS.

1, DRAWER LABELED- "PROVIDENT TO ST. JOSEPH," CONTAINS PERMITS FOR PROV-IDENT, ST. AGNES AND ST. JOSEPHS HOS-PITALS.

2, DRAWER LABELED- BALTIMORE

EYE, EAR& THROAT TO HOPKINS, CONTRINS

PERMITS FOR BALTO. EYE, EAR& THROAT, CHILD
RENS, FRANKLIN SQUARE, HOSPITALS AND

EUDOWOOD SANITARIUM.

(HOSPITAL ADMISSION PERMITS). 101-A BELING, ITEM #4 CONTINUED) ADDENDA.

1, DRA	WER LABEL	LED- MAK	YLAND GEN
ERAL TO 1	MT. PLEAS	ANT" CON	TAINS PERM
FOR MAR	YLAND G	ENERAL.M	ERCY HOSPI
AND MT. F			
			MARKET STATE
		E The State of	
		A RESERVED	

101-B

er's full name)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland	
Name of agency or office Department of Public Welfare-Financial Division (Office of clustody) (Office which made the record, if different)	ien.
Address of office of custody 327 St, Paul Place, (Roo#206) (Name of building, room number, street address)	
1. Title Hospital Admission Permits" (Closed Case (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or que	es)
or both)	
2. Dates 1937-1938	
(Earliest and latest dates; missing dates. Show exact date of breaks)	
3. Quantity 6 Card board boxes. (Number of volumes; file drawers; file boxes; bundles; other)	
4. Labeling See addenda sheet for labeling.	1
4. Labeling Sec 330000 37100 100011710. (Explain fully; years; numbers; letters; number of records so labeled)	
NIO	
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in an	nother
record. Explain why records are missing, if possible)	
6. Contents Office copies of Hospital Admission Permits (Runpose and general nature of record. Principal items of information shown. Summary of forms used in making	~ ~~~~
(Runpose and general nature of record. Principal items of information shown. Summary of forms used in making that have been checked against Hospital bills retains their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates cover their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates cover their headings.	
	ered by
as office record future reference purposes; Show dated each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and att	tached)
of permit; permit number; name of hospital; authoriza	tion
from Department of Public Welfare for potients admittant	ce;
with name of patient; date admitted; date dischar	rged
total days; name of certifying officer.	·

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						•	
Contents—co	ntinued	- 	·	••	·		
	:			``	· · · · · · · · · · · · · · · · · · ·		
			- 1		· ·	· ·	
-			· <u>-</u>	• •			
	Alphi by						
Indexing(Se	None.	it shows. If s	eparate, fill o	ut a form for it,	and place cross	reference here to the	nat form
title and identific	Handwir	itten	on F	rinted	form		
	(Handwritten. Handwritten	n-printed form.	Handwritten,	printed head. Ty	ped. Typed prin	nted form. Typed p	rinted hea
- 1	at. Other. Give months at Dy 4 2 62 (Of record or contained)	nd years covered Y Reight, wid	by each kind o	of writing) Auera r depth. Average	pe 300	or documents)	
·	. ·	· •	<u>.</u>		· 	. , , , , , , , , , , , , , , , , , , ,	
	·				· 		
in sto	prage room	1#206	i I			elf, cabinet, on floor	
	·	· · · · · · · · · · · · · · · · · · ·					
Other inform	ation Records	and cord if not good.	Contain to a		ormation on pric	ellent cor	diti
~	ation Records (Condition of records)	cord if not good,	Relation to o	other records. Inf	ormation on pric	er, subsequent, or sin	
Whether record i	(Condition of red	cord if not good,	Relation to o	ther records. Inf	ormation on pric	ellent cor	
Whether record i	(Condition of red	earlier than date	Relation to o	n 2)	ormation on pric	r, subsequent, or sin	
Whether record i	(Condition of red	earlier than date	Relation to o	n 2)	ormation on pric	r, subsequent, or sin	
Whether record i	(Condition of rec	earlier than date	Relation to o	n 2)	ormation on pric	r, subsequent, or sin	
Whether record i	(Condition of rec	earlier than date	Relation to o	n 2)	ormation on pric	r, subsequent, or sin	
Whether record i	(Condition of rec	earlier than date	Relation to o	n 2)	ormation on pric	r, subsequent, or sin	
Whether record i	(Condition of rec	earlier than date	Relation to o	ther records. Inf	ormation on price	(Publisher)	
	(Condition of reconstruction o	rints	Relation to o	ther records. Inf	ormation on price	(Publisher)	

"Hospital Admission Permits"
continued from line 4 Addended Sheck

Cardboard boxes labeled as follows

1 box, 1937 not labeled

1 ... Hospital Permits · 1937 - Baltimore City
Hospital - Spring Grove - Springfield - RosewoodCrownesville - Municipal T.B.

1 .. 1938 Baltimore City Hospitals

1 .. 1938 Baltimore Eye, Ear and ThroatCrownesville to Eudowood.

1 .. 1938 Franklin Square to Maryland General.

1 .. 1938 Mercy to State Sanatorium.

#101-C

(Date)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE CITY State MARYLAND.
Name of agency or office DEPARMENT OF PUBLIC WELFARE-FINANCIAL DIV
Address of office of custody (Office which made the record, if different) Address of office of custody (Name of building, room number, street address)
1. Title (HOSPITAL ADMISSION PERMITS) (ACTIVE CASES) (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities CURRENT PERMITS - P-Z
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. 1939 — (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Z, STEEL FILE DIRAINER. (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling "CURRENT PERMITS - A = 2.33 (Explain fully; years; numbers; letters; number of records so labeled)
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTAINS COPIES OF HOSPITAL ADMISSION (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
PERIMITS FOR ACTIVE CASES AND ARE USED FOR their headings, etc. It's very general or miscellaneous record, detailed information as to types of records contained and dates covered by
CHECKING AGAINST BILLS RECEIVED FROM MOS PITALS each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached)
FORTREATMENTOFRELIEF CLIENTS. THE PERINITSHOW
PATE ISSUED, PERMIT NUMBER NAME OF HOSPITAL,
AUTHORIZATION WITH NAME OF PATIENT, DATE AD-
MITTED, DATE DISCHARGED, TOTAL DAYS, AND NAME
OF CERTIFYING OFFICER.

			1		.!	
6.	Contents—continued		· 	<u></u>		
				•		
		,			·	·
•	·					
7.	Arrangement ALA	HA. BYN	AMEOF	PATIENT	=	
8.		describe what it shows. If				
	(Self-contained-	describe what it shows. If	separate, fill out a form	n for it, and place cross	reference here	to that form by
9.	title and identification numbe Writing	•	ON PRI	NTEDF1 ead. Typed. Typed pri	OP M.	ped printed head.
	Printed. Photostat. Other. Size OF DRA W. (Of rec	Give months and years cover	ed by each kind of writing 65"X 16" idth, thickness or depth.) APPROM Average number of pages		
	IN DRAWER	·			· · ·	
11.	Location by dates and WALL OF F Division).	00M #21	1. (SEN	E. S. W., section, bin, st	IST IN nelf, cabinet, on	EST floor) VANCÍA
		. ,	* . 1.1.4			
12.	Other information	ONDITION Condition of record if not goo	OF RFCOA	rds. Information on price	or, subsequent,	or similar records.
	Whether record is known to h	•		VE CASE	= 5, (CL	IRRENT)
	OF RELIEF	CLIENTS	RECEIVIN	IG TREAT	TMEN	TIN
	HOSPITALS	SEE	SERIAL	# 101-A F	ORC	LOSED
	CASES					
		. .	· .			
			·			
12	(For use in Florida)					
<u> </u>	(For use in Florida.)		(Author)	······································	(Publishe	r)
	(Place of p	ıblication)	 ((Date of po	ublication)	

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Baltimore City State Maryland	
Name of agency or office Department of Public Welfare-Financial Divisi	bn.
Address of office of custody Address of office of custody (Name of building, room number, street address)	
1. Title Daily Attendance Reports (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or qua	ntition
(Department of Public Welfore-Employees Daily Attendance Rep	
2. Dates 1938	
3. Quantity 2 Steel file drowers	
(Number of volumes; file drawers; file boxes; bundles; other) 4. Labeling As shown on line (Idrawer SeptDec. 1938; Idrawer Jan (Explain fully; years; numbers; letters; number of records so labeled)	. 1938 -
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in and	·
record. Explain why records are missing, if possible)	
6. Contents Daily attendance reports from various divisio (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making in the content of	N S
of the Department of Public Welfore used for the their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates cover	e
purpose of posting absentees on personell record each should be given. Unless contents of these reports are described by other Forms 12-18HR, such forms should be filled out and atta	ched)
also as a cheek against payrolls; show divisio	<u>^</u>
of the Dept. of Public Welfare, date of report,	
employée's payroll numbers, employée's name	7
symbols signifying sickness or absence with ou	<u>ıt</u>
pay, reasons for absence, signature of supervisor	
	-6419

6.	Contents—continued of the division.
7.	Arrangement Clasped sheets arranged chron, by dates of reports. (Chronologically—by what? Alphabelically—by what?)
8.	Indexing None
	(Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Typed and handwritten on printed forms, (Handwritten, Handwritten printed form, Handwritten printed head. Typed, Typed printed form, Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of drawer 6x8/4x17/2 Average 200 Dept. reports per drawer (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	(Of record or container. Height, width, thickness or depth. Average number of pages or documents) (Average 26 reports clasped together daily)
	1000 1 1 1
11.	Location by dates and quantities 1938 to date, 2 drawers on west wall (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	IN room #215
	· · · · · · · · · · · · · · · · · · ·
12.	Other information Records and containers in excellent condition.
	Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	
13.	(For use in Florida.) Early imprints(Author) (Publisher)
•	(Author) (Publisher)
	(Place of publication) (Date of publication)

(Worker's full name)

(Data)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE CITYState MARYLAND.
Name of agency or office DEPARTMENT OF PUBLIC WELFARE-FINANCIAL DIV. (Office of custody) (Office which made the record, if different)
Address of office of custody 327 ST. PAUL PLACE. Room 206
(Name of building, room number, street address)
1. Title "DAILY ATTENDANCE REPORTS"
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
Or both) OF PARTMENT OF PUBLIC WELFARE EMPLOYEES)
2. Dates MAR. 1937 TO AUG. 1938 INC. (Earliest and latest dates; missing dates. Show exact date of breaks)
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 2, TRANSFER CASES. (Number of volumes; file drawers; file boxes; bundles; other)
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling FOR LABELING SEE ITEM #12. (Explain fully; years; numbers; letters; number of records so labeled)
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents PAILY ATTENDANCE REPORTS FROM VARIOUS (Purpose and general nature of record. Principal items of information shows. Summary of forms used in making record, DIVISIONS OF THE DEPARTMENT OF PUBLIC MELEGARE their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by THAT HAVE BEEN USED FOR THE PURPOSE OF POSTING each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached) HASENTEES, ON PERSONELL RECORD ALSO HASBEIN' USED AS A CHECK AGAINST PAYROLLS. THEREC- ORDIS NOW KERT FOR FURNIRE OFFICE REFERENCES. REPORTS SHOW DIVISION OF DERT. OF PUBLIC
MELFARE, DATE OF REPORT, EMPLOYEE'S PAYROLL

6.	Contents—continued NUMBERS, EMPLOYER'S INFORMES, SYMBOLS
	SIGNIFYING SICKNESS OR ABSENCE WITH OUT PA
•	REASONS FOR ABSENCE, SIGNATURE OF SUPERVIS
	OF TESE DINISIOM.
	Arrangement CLASPED SHEETS, ARRANGED CHRONO, BY DETE OF REPORT (Chronologically—by what? Numerically—by what? Alphabed cally—by what?)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing HANDWRITTEN ON PRINTED FORMS.
	(Handwritten. Handwritten printed form. Handwritten printed head. Typed Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF TRANFER CASE: 6"X 9±"X 25" AVERAGE 72 DEPT. (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	REPORTS PER CASE. (AVERAGE 26, REPORTS CLASPED TO
	GETHERDAILY) OR APPROX. 149 DEPT. REPORTS ? (3,749.9)
11.	Location by dates and quantities ON WOODEN SHELF, AGAINSTED. (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	MALL, OF RECORD STOREROOM, ROOM 206.
12.	Other information CONDITION OF RECORD & EQUIPMENT, GOOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
٧.	(CONTINUED FROM ITEM #4).
	Whether record is known to have been kept earlier than dates shown in item 2)
	1, TRANFER CASE LABELED - DAILY ATTENDANCE REPOR
	(FROM.JAN.1,ST,1938 TO AUG.19
	I, " " - ATTENDANCE REPORTS,
	(3-1-37 70 12-31-37.
13	(For use in Florida.) Early imprints NOTE, THIS RECORD DEALS WIT
-0,	(Author) (Publisher) IN ACTIVE REPORTS ONLY SEE SERIAL 102 FOR (Place of publication) (Date of publication)

4-13-39

#103

Date)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

County B/717	-iMORE CITY,	state MARYLAN	·O.
Name of agency or off	fice DEPARTMENT OF	PUBLIC WELFARE Office which made the record, if differ	-FINANCIAL DIV.
Address of office of cu	ustody #322	ST. PAUL	PLACE.
	(Name o	f building, room number, street address)	(Room 215.)
1. Title(Give present	TERDIVISION t full title in quotes : assigned title, if any, in brace	CORRESPO kets. If record has had other titles, list	NDENCE). them with dates or quantities
or both)	, 7ST 1020 = -		
2. Dates 2/2/2 >	/- 1ST / 938	ing dates. Show exact date of breaks)	
3. Quantity 5, 5	TEEL FILE DRAV	VERS.	
4. Labeling SE	EITEM #12	· · · · · · · · · · · · · · · · · · ·	·
5. Discontinued and	A /	ers; letters; number of records so labeled	
<u></u>	(If record discontinued	I, give reason and state whether same in	formation shown in another
(Purpos FINANCIA their headings, etc. If CANCELL each should be given. IN ADDRA	SES, KEPTEDIVIS	y ROLL BUREA I information as to types of records co ASE OF CHECK y other Forms 12-13HR, such forms sho CKNOFICES, Z	orms used in making record, LESPECTING Intained and dates covered by S. CATANGES uld be filled out and attached) NCORRECT
•	VST CHANGETIC		•
	KETS AND PAY VAMES OF DEPA	,	, ,

6.	Contents—continued (I.E.) TO CENTRAL PAY ROLL BUREAU
	FROM FINANCIAL DIVISION; SUBJECT; SOCIAL WORK-
	ER'S DISTRICT; CATEGORY OF RELIEF, DATE OF COR-
	RESPONDENCE; C.P.B. NUMBER; D.P.W. NUMBER;
	NAME AND ADDRESS OF RELIEF CLIENT LCONTINUED TO ITEM#12)
7.	Arrangement <u>ALPHA</u> . <u>BYNAME OF RELIFE CLIENT</u> . (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing HAND MRITTEN AND TYPED ON PRINTED FORMS. (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF FILE DRAWER 6 4"X 9"X 175, APPROX. 1,700 (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	SLIPS PERDRAWER OF APPROX. 8,500 IN ALL.
11.	Location by dates and quantities IN STEEL CABINET AGAINST WEST (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	WALL OF ROOM # 215 (FINANCIAL DIVISION).
12.	Other information CONDITION OF PECORDS & FOUNDAMENT, COOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	(CONTINUE O FROM ITEM#6) DESCRIPTION AND Whether record is known to have been kept earlier than dates shown in item 2)
	REASON FOR MOLD CHECKS, CANCELLATION ETC.;
	INITIALS OF CLERK AND DATE OF CHECKING IN
	THIS DEPARTMENT.
	LABELINGICONTINUED FROM ITEM # 4. BELOW
	1 DRAWERLABELED-A-FR; CONTAINS IVAMESEROM A-FR
	1. " - C-HU. " " G-LO.
-13	Thornesin Bloods - Toly
	1. " $NC=0$ " $R-TH$.
	(Place-of-mublimation) [Place-of-mublimation] [Place-of-mublimation] [Place-of-mublimation] [Place-of-mublimation] [Place-of-mublimation] [Place-of-mublimation] [Place-of-mublimation]
	Note: C.P.B. denotes Central Payroll Bureau
	for prior records see report # 127.
	for Prior records see report #127.

CITY OF BALTIMORE DEPARTMENT OF PUBLIC WELFARE INTER-DIVISION CORRESPONDENCE

From:	•	÷	ı			
To:						193
Subject:			ADC [OAP []	ATB []	GPA 🗆
CPB No		_ NAME	 ·····		 	
DPW No	·····	ADDRESS		·-·		

Kovaka-	Nicdentohl	_
(Wor	draw's full	_

4-13-39

104-A

rker's fuii name)

(Date)

(Form identification number

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Baltimore City State Maryland	
Name of agency or office Department of Public Welfore - Financial Division . (Office of custody) (Office which made the record, if different)	
Address of office of custody 327 St. Paul Place (Poom +215) (Name of building, room number, street address)	
1. Title Bills-1938 — Destitute and Newlected Children - (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities	
Children) - Psychopatic - Miscellaneous "(Poid Bills - Destitute and Neglectee	Ĭ
2. Dates. 1938 (Earliest and latest dates; missing dates. Show exact date of breaks)	
3. Quantity 2 Steel File drawers	
(Number of volumes; file drawers; file boxes; bundles; other)	
4. Labeling drower lobeled Bills 1938 - Destitute and Neglected Children - (cont.online): (Explain fully; years; numbers; letters; number of records so labeled)	_
5. Discontinued and missing records None (If record discontinued, give reason and state whether same information shown in another	
record. Explain why records are missing, if possible)	
6. Contents Quarterly statements for Destitute and Neglected (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,	
Children's Institutions in Baltimore City of City charges their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by	
for board, etc., filed in same drawers containing statement, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)	5
to Hospitals, Psychopatic Hospital, Miscellaneous; checked	
against institution reports for accuracy then filed for	
office record respecting the distribution of funds;	
statements headed The Mayor and City Council of Baltimore	
show name and address of institution; date ending of	
VPA Form 12-13HRRevised (See reverse side) 16-6419	

6	6. Contents continued quarter with year n	umbers; number of days and
	rate, also total amount of bill; c	ertification by Financial
	Supervisor as to correction also ce	rtification by Assistant
	Director respecting persons accepted	d as proper subjects of
	municipal oid; list of children, sh	
7	7. Arrangement Numerically by quarte (Chronologically-by what? Numerically-	er of year under name of 1 -by what? All bhabetically—by what?)
8	8. Indexing None	
	(Self-contained—describe what it shows. If separate, fill out a fo	orm for it, and place cross reference here to that form by
_	title and identification number)	,
ç	9. Writing Typed on printed form (Handwritten printed form. Handwritten printed form. Handwritten printed	
	Printed. Photostat. Other. Give months and years covered by each kind of writi	ng)
10	10. Size of drawer X 3 2 X 2 5 , (Of record or container. Height, width, thickness or depth	Approx 150 documents
		rose 6 sheets per statement)
1,1	11. Location by dates and quantities 1938 to date, (Room, vault, wall) Wall in room # 215.	2 drawers on south N. E. S. W., section, bin, shelf, cabinet, on floor)
12		ners are in excellent condition ecords. Information on prior, subsequent, or similar records.
Line 4	Lonkinued from line four — Hosp Whether record is known to have been kept earlier than dates shown in item 2)	oitals-Psychopathic-
	Miscellaneous; Idrawer, 1939	not labeled.
Line 6	continued from line six num	bers, names of children,
	check morks (as checked agains	t reports), dates accepted
	dates left, number of days of	each child; remarks
	relating how committed also	in whose custody placed
	when child discharged from i	
18	13. (For use in Florida.) Early imprints	
	(Author)	(Publisher)
	(Place of publication)	(Date of publication)

104-B

(Date)

(Form identification number

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

county Baltimore City State Maryland
Name of agency or office Department of Public Welfare-Financial Division. (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place (Room #215) (Name of building, room number, street address)
1. Title Bills - 1938 - Destitute and Neglected Children - (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
Hospitals-Psychopathic-Miscellaneous" (Monthly statements-Hospita
2. Dates. 1938
(Earliest and latest dates: missing dates. Show exact date of breaks)
3. Quantity 2 Steel file drawers. (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling I drawer labeled Bills - 1938 - Destitute and Neglected (contionline 12
(Explain fully; years; numbers; letters; number of records 35 labeled)
5. Discontinued and missing records Vone. (If record discontinued, give reason and state whether same information shown in another
(11 record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Monthly statements to various has pitals in city of (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
charge accounts for board also medical services rendered to their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
patients cartified by the Department of Public Welfare; filed each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
in same drawers containing statements to Destitute and
Neglected Children Institutions, Psychopathic Hospital; Department
of Public Welfore Service Orders and Reports from Medical
Agencies (the latter towo records titled on name card-
Miscellaneous; statements enched against Hospital

	•
6.	Contents—continued Admission Permits and Hospital Reports; show
	name and address of hospital, total days billed, total days
	added, total days deducted, number of adjusted days, total days
	allowed, rate perday, total amount of bill; certification of Assistant Director
	respecting persons occepted as proper subjects of municipal aid; (cont. on)
7.	Arrangement Chron, by month of statement under name of hospital. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	Indexing Non E
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Typed on printed for mas. (Handwritten Bandwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
0.	Size of drawer 11"x13"2"x26" (Of record or container. Height, width, thickness or depth. Average number of person documents)
	(Average beheets per statement)
11.	Location by dates and quantities 1938 to date, 2 drawers on south (Room, vault, wall-N. E. S. W., section, bin, shelf, cabinet, on floor)
	wall in room # 215.
2.	Other information Records and Contoiners are in excellent undition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Continued from line four Children - Hospitals - Psychopathic - Whether record is known to have been kept earlier than dates shown in item 2)
	Miscellaneous: Idrawer, 1939 not labeled.
	continued from line six - including names of potient, discoses,
	dates admitted, dates discharged, number of days of each patient
	in hospital; certification of Financial Supervisor as to bill being
	correct; attached to statement a summary snowing name of hapital
	month, number of patients received and discharged each day, number of
8.	(For use in Florida.) - Early imprints of patients left in hospital at close of each day (Author) (Publisher)
	with totals at bottom of sheet. (Place of publication) (Date of publication)
f	U. S. GOVERNMENT PRINTING OFFICE O 16—6419

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 ...
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

D
BALTIMORE CITY State MARYLAND.
Name of agency or office <i>PEPBRIMENT OF PUBLIC WELFARE-FINANCIAL DIV</i> (Office of custody) (Office which made the record, if different)
Address of office of custody 327, ST PAUL PURCE (Room 20) (Name of building, room number, street address)
u.
1. Title B/LLS=1938-DESTITUTE AND NEGLECTED CHUBEN- (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
MOSPITALS-PSYCHOPATHIC-MISCELLANEOUS: (BILLS PYS-
2. Dates 1938 = CHOPATHIC HOSPITAL). (Earliest and latest dates: missing dates. Show exact date of breaks)
3. Quantity 2 STEEL FILE DRAWERS.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling J. DRAWER LABELED BILLS 1938 - DESTITUTERNO LINET: (Explain fully: years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents MONTHLY STATEMENTS FROM PSYCHOPATHIC LOSS PITOL (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
OF CHARGE ACCOUNTS FOR BOARD AND INFOICAL SER MICE ARLY their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
DERED TO PATIENTS CERTIFIED BY THE D.P.W.: MEDTASAN each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
OFFICERECORD RESPECTING DISTRIBUTION OF EXPENDI-
TURES FROM FUNDS. STATEMENT SHOWS NAME AND ADDRE
OFHOSPITAL; TOTAL DAYSBILLED, TOTAL DAYS ADDED, TOTAL
DAYS DEDUCTED, NUMBER OFDEDUCTED PAYS, TOTAL PAYSAL.
LOWED, RATE PERDAY, TOTALAMOUNT OF BILL, CERTIFICATIO

6.	Contents—continued OF OFFICER IN HOSPITAL RESPECTING PERSONS
	ACCEPTED AS PROPER SUBTECTS FOR MUNICIPAL AID. ALSO
	SHOWS NAMES OF PATIENTS, DISFASES, DATES ADMITTED, DATES
	DISCHARGED, NUMBEROFDAYSIN HOSPITAL ANDSIGNATURE
	OF PRINCIPALCLERK; ASUMMARY SHEET IS ATTACHED TO-
7.	Arrangement CHRONO. BY MONTH OF STATEMENT UNDER MAINE - (Chronologically—by what? Alphabetically—by what?)
8.	Indexing NONE (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing TYPED ON PRINTED FORMS. (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	(Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF DRAWER; // X / 3 5 "X 2 6" J A PROST 16 DOCUTOTIONS (Of record or container. Height, Width, thickness or depth. Average number of pages or documents)
	AVERAGE 6 SHEETS DEN DOCUMENT.
11.	Location by dates and quantities 1938 IN STEEL CABINET ON SOUTH (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) WALL IN ROOM #215.
12.	Other information CONDITION OF RECORDS & CONTRINER EXCELLENT. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	CONTINUED FROM LIME 4 Jan NEGLE CTED CHILDRE M-1405- Whether record is known to have been kept earlier than dates shown in item 2)
	Whether record is known to have been kept earlier than dates shown in item 2) PITAL-PSYCHOPATHIC-MISCELLANEOUS: 1, DRAWER.
	NOT LABELED.
((CONTINUED FROM LINE #6)-STATEMENT, SHOWING NAME OF HOSPITAL
	MONTH, NUMBER OF PATIENTS PRINTTED, NUMBER DISCHARGMEDERCE
	DAY, NUMBER OF PATIENTS LEFT IN HOSPITAL AT CLOSE OF EACH DAY,
	STATEMENT ALSO BEARS PERFORMS POND, MITH DATERE-
13≲	E(For use in Florida.) = Early imprints <i>CEIVEO IN BURE AD OF LA 1543-DAS ENVE MTS</i> (Author) (Pastisher)
	AND VOUCHER NUINBER OF PAYOFFAT. (Electrospublication), (Date of publication)
*	NOTE' THE ABOVE PEODE DE DE PUED IN EDITOR DE DE LA COME DE COME
	NOTE: THE ABOVE RECORDS ARE FILED IN SAME DRAWERS WITH BILLS- DESTITUTE AND NEGLECTED CHILDREN-HOS-
	PITALS-MISCELLANEOUS.

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland	
Name of agency or office Department of Public Welfare-Financial Division	n
Address of office of custody 327 St. Paul Place (Room #215) (Name of building, room number, street address)	
1. Title Bills - 1938 - Destitute and Neglected Children - Hospit (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quanti	als -
Psychopothic-Miscellaneous"(Reports from Medical Agencies)	
2. Dates. 1938 —	
3. Quantity 2 Steel File diamers.	
(Number of volumes; file drawers; file boxes; bundles; other) 4. Labeling drawer obeled Bills 938 - Destitute and Neelected line (Explain fully; years; numbers; letters; number of records so labeled)	12/
5. Discontinued and missing records	
(If record discontinued, give reason and state whether same information shown in anoth	er
record. Explain why records are missing, if possible)	•
6. Contents Monthly reports from Medical Agencies, kept in Principal items of information shown. Summary of forms used in making record.	
this office for record of number of persons receiving their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered	10
treatments also used in preparing annual repo	rts
for the Director of the Department of Public Welfare	<u>z</u>
show district, month; number of applicants registered	<u></u>
for treatments this year under respective headings of color	,mer
and women; color, children; number registered first time; number	20
of applicants registered in previous year;	
WPA Form 12-13HR—Revised (See reverse side) 16-64	119

6.	Contents—continued number of treatments given at agency
	number of visits mode to applicants homes number
	of cases referred to charitable agencies; number
	of cases sent to Baltimore City Hospital, to other
	hospitals and special dispensaries; (cont. on line 12)
7.	Arrangement Chron, by month of report (Chronologically—by what? Numerically—by what?)
	(Chronologically—by what? Numerically—by what? Alphabetically—by what?) Indexing
0.	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Tond written on printed form. (Handwritten Bandwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of drawer X 3 'X 2 b' Apords, 90 reports (Of record or container. Height, width, thickness or depth.) Average number of pages or documents)
•	(Average 6 reports per month)
11.	Location by dates and quantities N steel cabinet on south wall (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	in room 215.
12.	Other information Records and container in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2) continued from line 4 ——— Children - Hospital-
_	Psychopathic-Miscellaneous; Idrawer 1939 not labeled.
	continued from line 6 number of prescriptions
	issued; signature of physician in charge.
	Note: The above records are filed in some drawer with Bills
13.	
,	(Author) (Publisher)
	(Place of publication) (Date of publication)

(Date)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfore-Financial Division (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place.
(Name of building, room number, street address)
1. Title (Department of Public Welfare Service Orders) (Give present full title in quotes: assigned title, if any, in brackets. If record, has had other titles, list them with dates or quantities
or both)
2. Dates 1938 — -
(Earliest and latest dates: missing dates. Show exact date of breaks) 3. Quantity 2 Steel file drowers
(Number of volumes; file drawers; file boxes; bundles; other) / Cont. on
4. Labeling Idrawer labeled Bills 1938-Destitute and Neglected Cline 12
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
·
6. Contents Office copies of Service Orders sent to. this office for (Furpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
checking errors of ainst requisitions and purchase orders their headings, etc. If a very general of miscellaneous record, detailed information as to types of records contained and dates covered by
also hept for future reference; covering expenditures from all each should be given. Unless contents of these records are described by other Forms 12-13AR, such forms should be filled out and attached)
the divisions of the Department of Public Welfare; show name
of department, name and address of vendor; date of service
order; service order number; appropriation account number;
other account number; description of order; delivery
address; name of head of department by whom ordered.
WPA Form 12-13HR—Revised (See reverse side) 16-6419

6.	Contents—continued
7.	Arrangement Alph. by names of Vendors. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
0	N and a
8.	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Typed on printed form. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
. '	(nandwritten printed form. nandwritten printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of drawer 11"x13"2"x26" 2400 per drawer. (Of record or container. Height, width, thickness or depth. Average number of adocuments)
	(or reserve of container. Action, uncerness of depoir. Average number of a containers)
11.	Location by dates and quantities 1938 to date, 2 drowers on on south
	(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	Well in room Alsi
12.	Other information Records and containers in excellent condition, (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	continued from line 4 Children - Hospital - Psychopathic -
	Reformatories-Miscellaneous; 1 drawer 1939 not labeled.
	TO DE TRUE TO SEE TO MEET A DE LA DETECT
	Note: The above records are filed in same drawer
	containing Reports from Medical Agencies-report # 104-A and
	Monthly Bills from Hospitals - report # 104-B.
L3 .	(For use in Florida.) Early imprints
	(Author) (Publisher)
	(Place of publication) (Date of publication)
	U. S. GOVERNMENT PRINTING OFFICE O 18—8419

105

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW! YORK AVE. NW.
WASHINGTON, D. C.

Baltimor	e City	State	Marylan	d
Name of agency or office	Departme	nt of Publi	e which made the record, if	Financial Division
Address of office of cust	ody 327 St.	Paul Pla	C <i>e</i>	
Tradition of one of our	· · ·	(Name of building	ng, room number, street add	lress)
" ~				_
1. Title Delly	ery lck	title, if any, in brackets, I	ppin6 0.7	ders trom
Commodit		ution Wa	arehouses	
2. Dates. 1937		مسيد		
2. Dates	(Earliest an	nd latest dates : missing date	s. Show exact date of brea	ks)
3. Quantity 2	teel file	drawers		
4. Labeling Drowers		mber of volumes; file drawe	rs; file boxes; bundles; oth	Matage (Cont. on)
4. Labeling J. Volver	s labeled De (Explain	fully; year, numbers; lett	ers; number of records so	abeled)
5. Discontinued and m	issing records	None	·	
	(If	record discontinued, give r	eason and state whether so	me information shown in another
record. Explain why reco	ords are missing, if possible		<u>**</u>	
			<u>-</u>	· · · · · · · · · · · · · · · · · · ·
				. • 1
6. Contents SN 10	DINO Orde	rs trom	the Lomb	y of forms used in making record,
Distribution	n Warehou	, , , , , , , , , , , , , , , , , , ,	in this	office for the
their headings, etc. If a			nation as to types of recor	ds contained and dates covered by
purpose of	checking	against	Service C	Irders from
i b		ords are described by other		
the Depart	ment of r	ubiic vvei	fare ana	the articles
delivered	by the c	arriers;	attaches	1 to shipping
orders, me	emorand	ums sho	wind do	tes of service
			\sim	.•
orders on		initials	sidnifying	that shipping
	d clerk's		, ,	that shipping
orders on order has been WPA Form 12-13HR—Revised	d clerk's n checke		, ,	•

6.	Contents—continued Shipping order number, date of order,
	name of consider, location of warehouse, location
	of consignee, quantity of commodities, package
	contents, total units, description of commodities,
•	weights; at bottom of order, rate per cut, and
7.	Arrangement Chron. by dates of service orders.
8.	(Chronologically—by what? Numerically—by what? Alphabetically—by what?) Indexing
٠.	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Liped ON Orinted form. Handwritten printed head. Typed Dinted form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of ordwer 6 X 8 X 17/2" Average number of pages or documents per / (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11.	Location by dates and quantities 1937 to date 2 steel drawers on
	(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) West wall in room #215.
	and and the second of the seco
12.	Other information Pecards and containers in excellent
	Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	Davidson"
	continued from line 6 - total weight of
	order; also certification by corrier os to condition
	of articles when delivered, date and signature of
	of recipient for Department of Public Welfare.
13.	(For use in Florida.) Early imprints
	(Author) (Publisher)
	(Place of publication) (Date of publication)

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(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE CITY State MARYLAND.
Name of agency or office OEPARTMENT OF PUBLIC IMPLEARE—FINAN CIAL DIV. (Office of custody) (Office which made the record, if different)
Address of office of custody #327 ST, PAUL PLACE.
(Name of building, room number, street address)
1. Title LEDGER CARDS CLIENTS LEDGER CARDS (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. 1935 — (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Z, STEFL FILE DRAWER: file drawers; file boxes; bundles; other)
4. Labeling AS TITLEO.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents THE RECORD CONSISTS OF OLD AGE PENSION, LEDGE (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, RCCOUNTS, DESTITUTE AND NEGLECTED CHILDREN (JUV-their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
ENILE COURT COMMITTMENTS), AID TO DEPENDENTS each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
CHILDREN, AID TO BLIND, AND PSYCHOPATHIC AC-
COUNTS. THE ABOVE ACCOUNTS EXCEPTING DESTI-
THE AND NEGLECTED CHILDREN'S ACCOUNTS ARE
TURNED OVER TO CITY. THE DESTITUTE ACCOUNTS
ARE RETAINED UNTILL CHILD BECOMES OF AGE

6.	Contents—continued THESE RECORDS ARE KEPT FOR CHECK-
	ING AGAINST RECOVERY ACCOUNTS OF EACH INDIVID
	UAL. CARDS SHOW NAME OF CLIENT, CATEGORY OF RE-
	LIEF, CENTRAL PAY ROLL BUREAU NUMBER, D.P.W CASE
	NUMBER, DATE OF RECORD, REFERENCE TO RECEIPTS-
7.	Arrangement ALPHA. BY NAME OF CLIENT INFIRCH CATEGORY (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing NONE. (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing HAND WRITTEN ON PRINTED CARDS. (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
٠.	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF STEEL FILE DRAWER: 5"X 6 12 X17" APPROX 880 (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	CARDS IN PRAWER, INFRONTOF DRAWER, APPROX 940 CARDS,
	(ACTIVE CASES) DEVIDED AS FOLLOWS, 2 CARDS, A.T.B. 15-G. P.A (CONTINUED TO ITEM #12)
. 11.	Location by dates and quantities IN SIEEL CABINET AGAINST WEST (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	WALL IN ROOM # 215 (SENIOR CLERKFINANCIAL
	Division).
	Other information CONDITION OF RECORDS & EQUIPMENT COOD. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
(CONTINUEDEROMITEM#10). 250 CARDS, O.A.P., 12,— Whether record is known to have been kept earlier than dates shown in item 2)
	D. & N. CHILDREN, 75-PYCHO-PATHIC, NOTE: 440 CARDS, IN
	FRONT OF DRAWER, REPRESENT ACTIVE RECORDS, APPRO
	440CARDSINREAR OF DRAWER REPRESENT CLOSED CASE
	(CONTINUED FROM ITEM\$6) - (WHETHER BY CASHOR
	OTHERWISE). AMOUNT OF ACCOUNT ALSO DATE OF WITH
	ORAWALS.
13.	(For use in Florida.) Early imprints
	(Author) (Publisher)
	(Place of publication) (Date of publication)

(Date)

Form Identification number

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BOWNEY BALTIMORE CITY State MARYLAND.	
	•
Name of agency or office DEPARTMENT OF PUBLIC MELFARE-FINAINGIAL-DI	IV.
(Office of custody) (Office which made the record, if different)	
Address of office of custody #327 ST. PAUL PLACE.	
(Name of building, room number, street address)	
1. Title /ELEPHONE SLIPS.	
1. Title	ies .
or both)	
2. Dates. JULY, 1938 ——·	
(Earliest and latest dates; missing dates. Show exact date of breaks)	
3. Quantity <u>I, STEEL FILE DRAWER</u> (Number of volumes; file drawers; file boxes; bundles; other)	_
(Number of volumes; file drawers; file boxes; bundles; other)	
4. Labeling ASTITLEO.	
(Explain fully; years; numbers; letters; number of records so labeled)	- -
5. Discontinued and missing records NONE.	
(If record discontinued, give reason and state whether same information shown in another	r
record. Explain why records are missing, if possible)	
6. Contents CONSISTS OF RECORD OF TELEPHONE TOLL	•
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record	rd.
SLIPE VARIOUS WORKERS MANING CALLS FOR P	<i></i> .
SLIPS VARIOUS WORLERS MAKING CALLS FOR R their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered	by .
FERENCE PURPOSES, AND THESE SLIPS ARE CH	
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached	:d)
ED DEDINIET TELEBRONE DILL THE CLIP SHAR	A / C
ED AGAINST TELEPHONE BILL THE SLIP SHOW	NS
	•
ED AGAINST TELEPHONE BILL. THE SLIP SHOW DATE OF CALL, TIME CALLED, CHARGES, EXTENS.	•
DATE OF CALL, TIME CALLED, CHARGES, EXTENS.	ian
	ian
DATE OF CALL, TIME CALLED, CHARGES, EXTENS. NUMBER, DEPARTMENT CALLED, CALLING PART	iON TY,
DATE OF CALL, TIME CALLED, CHARGES, EXTENS.	iON TY,
DATE OF CALL, TIME CALLED, CHARGES, EXTENS. NUMBER, DEPARTMENT CALLED, CALLING PART	ien T,Y,

-	
-	
-	
	Whether record is known to have been kept earlier than dates shown in item 2)
	Other information CONDITION OF RECORDS & EQUIPINENT (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar
Å	Oivision.)
4	WALL, IN ROOM # 215. SENIOR CLERK, FINANCIA
]	Location by dates and quantities IN STEEL CABINET, AGPINST WE (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
-	
,	Size OF STEEL DRAWER; 5"X 65"X 17", PPPROX. 2,40 (Of record or container. Height, width, thickness or depth. Average number of pages or documents) SLIPS IN DRAWER.
-	Printed. Photostat. Other. Give months and years covered by each kind of writing)
	Writing HAND WRITTEN ON PRINTED FORMS. (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
•	title and identification number)
•	Indexing
	Arrangement CHRONO. BY DATE OF CALL IN MONTHLY Bundle. (Chronologically—by what? Numerically—by what? Alphabetically—by what?) Indexing NONE.
	Amount CARRAGO RV DOTE OF COLL WILLIAM IN
-	
,	
-	

		•
	N/ ·	
Movake	d-Wiec	lentohl.
h	/3371	

14-14-39

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(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

	Baltimore City state Maryland
	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Nan	ne of agency or office Department of Public Welfare-Financial Division (Office of clustody) (Office which made the record, if different)
	Omce of custody) (Office which made the record, if different)
Add	ress of office of custody 327 St. Paul Place (Name of building, room number, street address)
	(Name of building, room number, street address)
	/
1.	Title Old Age Assistance Grant Authorization (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	Tickets)
	or both)
2.	Dates 1936
	(Earliest and latest dates; missing dates. Show exact date of breaks)
3.	Quantity [Card board transfer case: 3 Steelfile drawers; bundle. (Number of volumes: file drawers; file boxes; bundles; other).
4.	Labeling See line 12 for labeling
	(Explain fully; years; numbers; letters; number of records so labeled)
5.	Discontinued and missing records INDME
	(If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
	Contents Grant authorization prepared on four capies sent to this (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
	office to check for accuracy after checking proper copies their headings; etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	are sent to Central Payroll Bureau, Dept of Public Welfare records file, Auditing each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
	Dept. one copy retained in this office for future reference; show payroll
	number, welfore number, check mark in equares opposite Entry, Change, Supplemento
	Cut-off; name and address of client during original grant, name and
	iddress in new grant; amounts of original grant and new grant; amount
	of one time emergency payment; number in family and name
WPA	Form 12-13HR—Revised (See reverse side) 16-6419

6.	Contents-continued of case worker during original grant also
	number in family and name of ease worker in new
	grant; date of birth, race, religion; date requested
	and date effective; remarks relative to changes in
	family status; approvals of case worker and case (Continue on)
7.	Arrangement Numerically by Central Pauroll Bureau numbers. (Chronologically by what? Numerically by what? Alphabetically by what?)
8.	Indexing None (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
9.	Writing Handwritten on printed forms. (Handwritten Handwritten printed form. Handwritten printed head. Typed Typed printed form. Typed printed head.
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of drawer 6"4x 9"x17"2" Average 3400 per drawer (Of record or container. Height, width, thickness or depth. Average number of documents) transfer case 6"x9"4"x25" Approx.
11	Location by dates and quantities 1935-1937 1 Cand board from a fact case
11.	Location by dates and quantities 1936-1937, 1 Card board transfer case (Room, Vault, wall—N. E. S. W., section, bin, shelf, cabinet on floor) and I bundle on west wall in storage room # 206; 1938 to date
	3 drawers on west wall in room # 215;
	and I bundle on west wall in storage room # 206; 1938 to date
	and I bundle on west wall in storage room #206; 1938 to date 3 drawers on west wall in room #25; Other information Recards and containers in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6 supervisor also initials
	and I bundle on west wall in storage room #206; 1938 to date 3 drawers on west wall in room #215; Other information Records and containers in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
	and I bundle on west wall in storage room #206; 1938 to date 3 drawers on west wall in room #25; Other information Recards and containers in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6 supervisor also initials
	and I bundle on west wall in storage room #206; 1938 to date 3 drawers on west wall in room #215; Other information Records and containers in excellent condition. (Condition of record if not sood. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6 supervisor also initials of Assistant Director; descriptions of old grant and new grant. (ontinued from line 4 labeled as follows Transfer case C.P.B. Numbers 8101-8990 (Drawers - for 1938 to date, in Package Old Age Grant Authorizations) O.A.P. 1-4599 1936-1937 Numbers 14-8100 (O.A.P. 5000-10199) P.G. Shanklin - Financial Division" (O.A.P. 8000-10199)
	and I bundle on west wall in storage room #206; 1938 to date 3 dequers on west wall in room #215; Other information Records and containers in excellent condition. (Condition of record if not sood. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) continued from line b supervisor also initials of Assistant Director; descriptions of old front and new grant. (ontinued from line H beled as follows Transfer case - C.P.B. Numbers 8101-8990 Drawers - for 1938 to date, in Package Old Age Grant Authorizations O.A.P. 1-4599 1936-1937 Numbers 14-8100 O.A.P. 5000-10199 P.G. Shanklin - Financial Division" O.A.P. \$0000-10199
	and I bundle on west wall in storage room # 206; 1938 to date 3 deguers on west wall in room # 215; Other information Records and containers in excellent condition. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6 supervisor also initials of Assistant Director; descriptions of old front and new from line 4 labeled as follows Transfer case - C.P.B. Numbers 8101-8990 (Drowers - Ifor 1938 to date, in Package Old Age Grant Authorizations O.A.P. 1-4599 1936-1937 Numbers 14-8100 O.A.P. 5000-7999 R.G. Shanklin - Financial Division" O.A.P. 8000-10199 1936-1937 - C.P.B. Nas 8101-8990, Assistance To Blind Grant Authorizations
	and I bundle on west wall in storage room #206; 1938 to date 3 dequers on west wall in room #215; Other information Records and containers in excellent condition. (Condition of record if not rood. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6 supervisor also initials of Assistant Director; descriptions of old prant and new grant. (ontinued from line 4 beled as follows Transfer case C.P.B. Numbers 8101-8990 Prowers - for 1938 to date, in Package Old Age Grant Authorizations O.A.P. 1-4599 1936-1937 Numbers 14-8100 O.A.P. 5000-10199 R.G. Shanklin - Financial Division" O.A.P. 3000-10199 R.G. Shanklin - Financial Division" O.A.P. 3000-10199

GRANT	AUTH	0R	IZATIO		DEF	BA A	RTN	IEN	IT OF PUBL	TC.	WELFAR	
PAYROLL NO			WELFARE N	O. '					OLD AGE ASS	IST	ANCE	
ENTRY.	С	HAN	GE	E	MERGE	NC	Υ		SUPPLEMENTARY		CUT OFF	
NAME (PRINT)							NAME (PRINT)					
ADDRESS (PRINT)						то	ADDRE (PRINT)	ss				
SEMI-MONTHLY	MONTHLY	ТО	SEMI-MONTHL	Y MC	ONTHLY		CE	NTRA	L PAYROLL BURE	AU	VERIFICATION	·
	5		\$	s		_ =			OLD			
ONE TIM	IE EMERGE	NCY	PAYMENT	s								
NUMBER IN FAMILY			NUMBER IN FAMILY								•	
WORKER	-,1	- то	WORKER	·····	•							
DATE OF BIRTH		!	RACE	RELIC	NOI							
DATE REQUESTED			DATE EFFECTIVE								,	
	R	EMAF	RKS			٦_						
· · · · · · · · · · · · · · · · · · ·						\dashv			NEW			
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APPROVED:					ASST.)R						
c	ASE WORKER		CASE SUPE	RVISOR	INITIAL	5		•			M. D. B. 10	776.

(Worker's full name) (Form identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937

1734 NEW YORK AVE. NW. WASHINGTON, D. C.

BALTIMORE CITY State MARYLAND.
Name of agency or office DEPARTMENT OF PUBLIC WELFARE-FINANCIAL D. (Office of custody) (Office which made the record, if different)
Address of office of custody (Name of building, room number, street address)
1. Title (OLD AGE PENSION PAYROLL PECORD - (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities (Betive)
or both)
2. Dates 1935 — • (Earliest and latest dates: missing dates. Show exact date of breaks)
3. Quantity 6, STEEL FILE DIRAWERS; file drawers; file drawers; file boxes; bundles; other)
4. Labeling FOR LABELING SEE TEM F13. (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents <u>CONFAINS OLD AGE PENSION RECORD CARDS</u> , (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
THESE CARDS ARE USED FOR PURBOSE OF CHECKING their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
ACAINST, GIRANT AUTHORIZATIONS, COVERING, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
CHANGE OF ADDRESS, DATES EFFECTIVE AND
Selection of box of box both both both both both box of the box of the both box of the both both both both both both both both
NEW AMOUNTS. THE CARD SHOWS CATEGORY OF
RELIEF, CENTRAL PAY ROLL NUMBER, DEPART-
MENT OF PUBLIC WELFARE NUMBER, NAME AND
ADDRESS OF CLIENT, ENTRY DATE, ORIGINAL

6.	Contents—continued SEMI-MOINTHLY AMOUNT, NEW DD-
	DRESSES, DATES EFFECTIVE AND NEW AMOUNTS
7.	Arrangement ALPHA, BY NAME OF CLIENT. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
?	(Chronologically—by what? Numerically—by what? Alphabetically—by what?)
•	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
).	Writing TYPED ON PRINTED OPROS. (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	(nandwritten. nandwritten printed form. nandwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
•	Size OF FILE DRAINER: 4"X 5 X 22 APPROX. 4,600 (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	CARDS PERDRAMER, OR APPROX. 27,600 CARD
	INALL.
•	Location by dates and quantities ON TOP OF DESK, IN CENTER OF (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	ROOM #215. (O.A.P. CLERK'S DESK.)
	ON CONDITION DE RECORDE DE CUITO DE PERONE DE LA COMPTION DEL COMPTION DE LA
•	Other information CONDITION OF RECOIRDS & EQUIPMENT GOO (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	(CONTINUED FROM ITEM#4). Whether record is known to have been kept earlier than dates shown in item 2)
	1.DRAWER LABELED - O.A.P A to.B.
	1, " " -O.A.P CTOF.
	7, " -O.A.PG.TOJ.
	7, " -O.A.PK-N.
	1, " -O.A.PO-So.
	1, " -O.A.P ST - Z.
	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)

(Form identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

Baltimore City State Maryland
Name of agency or office Department of Public Welfare-Financial Division. (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place (Name of building, room number, street address)
1. Title "Old Age Pension Payroll Record - Cut-Off" (Give present full file in quotes: assigned title, if any, in bracket). If record has had other titles list them with dates or quantities
or both) 2. Dates. 1935 —
(Earliest and latest dates; missing dates. Show exact date of breaks) 3. Quantity 3 Steel file drowers. (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling As shown on line one. (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None. (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Card record used in checking against grant (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
authorization ticket respecting cut-off from assistance and their headings, etc. If a very general or miscellaneous record, details information as to types of records contained and dates covered by
for checkind when persons are reassigned same leach should be given. Unless Sontents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
poyroll numbers of former client; show cotegory
of ussistance, Central Payroll Bureau number,
Department of Public Welfore number, name and
address of pensioner, entry date and amount of
semi-monthly grant, new addresses and dates

		\$ 	
c	antenta antima 1 de l'Opetiule !	Aug () () () () () () () () () (1
ъ.	Contents—continued & Feetive		ist grant, also
	stamped Cut-Off wit	th date.	
	· .		
7.	Arrangement Alph. by nam	es of pensione	2 7 s
0			
0.	Indexing None (Self-contained—describe what it shows. If	separate, fill out a form for it, and	place cross reference here to that form by
	title and identification number)		·
9.	Writing Tuped on plain (Handwritten, Handwritten brinted form	and on Orint. Handwritten printed head. Typed.	ed cards Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years cover	ed by each kind of writing)	······································
10.	Size Of drawer 4"X5"2"X (Of record or container. Height, w	d Alerdoe Alerdoe didth, thickness or depth. Average num	2000 Cards per drawer
	·		
11.	Location by dates and quantities 1935	todate 3 stec	l drawers on top
	of desh in center of re	(Room, vault, wall—N. E. S. W., see	ction, bin, shelf, cabinet, on floor)
	9 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	200114	·
12.	Other information Fecords and Condition of record if not goo	<u>antainers in exca</u> d. Relation to other records. Inform	ellent condition. ation on prior, subsequent, or similar records.
	Whetber record is known to have been kept earlier than da	tes shown in item 2)	
		A	
į	······································		·
		·	·
	· · · · · · · · · · · · · · · · · · ·	·	·
13.	(For use in Florida.) Early imprints	·	
	~	(Author)	(Publisher)
	(Place of publication)	·	(Date of publication)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

Baltimore City State Maryland
Name of agency or office Department of Public Welfare-Financial Division. (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Paul Place. (Name of building, room number, street address)
1. Title (Old-Ade Pension Entry Tichets - Change Tickets - (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities cut-off Tichets) or both)
2. Dates. 1937 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 6 Steel file drawers: file drawers: file boxes: bundles (other) (Number of volumes: file drawers: file boxes: bundles (other) See addende sheet for (Explain fully: years; numbers; letters; number of records so labeled)
(Explain fully; years; numbers; letters; number of records so labeled) 5. Discontinued and missing records
record. Explain why records are missing, if possible)
6. Contents Copies of entry tickets, change tickets and cut- (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. Off tickets sent to this office and Central Payroll their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
Bureau Financial Division copies are enecked against each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
grant outhorizations, errors and filed for future reference; entry ticket shows Central Payroll Bureau
number, Department of Public Welfore number, name
grant, number of persons in family, amount of
WPA Form 12–13HR—Revised (See reverse side) 16–6419

6.	Contents—continued monthly grant, race and date of birth,
	name of investigator, date effective; remarks respecting
	requirements to receive assistance, date approved
	and signature of Director of the Department of Public
	Welfare; date of Central Payrall Bureau Verification; (cont. on line 12)
7.	Arrangement Alph: by names of pensioners (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
8.	Indexing Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
Q.	Writing Handwritten on printed forms.
	Writing Handwritten on printed forms. (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of drawer 64 x 9 x 173 Average 3500 per drawer. (Of record or container. Height, width, thickness or depth. Average number of person documents)
	
11.	Location by dates and quantities 1937 to date 6 prowers on west
	(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	D
12.	Other information <u>Records and containers in excellent condition</u> . (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Continued from line 6 Change ticket shows (entral Whether record is known to have been kept earlier than dates shown in item &
	Payroll Bureau number, Department of Public Welfare number,
	name and present address of pensioner, former address;
	semi-monthly and monthly amounts of old grant, also
	semi-monthly and monthly amounts of new grant; race
	and number in family, including number during
	original grant and new grant, name of investigator;
13.	(For use in Florida.) Early imprints Continue on addenda sheet
	(Place of publication) (Date of publication)

(Old Age Pension Entry Tickets - Change Tickets - Cut-Off Tickets)

date effective; remarks respecting requirements in accordance with welfare Department for payroll purposes; dote of approval and signature of Director of the Department of Public Welfare; date of Central Payroll Bureau verification; Cut-off ticket chows Case Worker number, and name; Central Payroll Bureau number, Department of Public Welfare number; name and address of pensioner; number in family; semi-monthly rate; per annum allemance; race; date effective; remarks relative to reasons for discontinuing allowance; date approved and signature of Directors of the Department of Public Welfare.

Continued from line H

Old Age A-C

Old Age D-G

Old Age H-K

Old Age L-O

Old Age P-S

Old Age T-Z

OLD-AGE PENSION CHANGE TICKET

110

CENTRAL PAYROLL BUREAU: The old-age pension for the person herein indicated has been changed in accordance with the requirements of this department and is hereby certified correct for payroll purposes until further notice.

C. P. B. NoNAME	1	FORMER ADDRESS
D. P. W. NoADDRESS		
OLD GRANT	NEW GRANT	DEMARKS.
SEMI-MONTHLY \$	SEMI-MONTHLY \$	REMARKS:
PER MONTH	PER MONTH	
RACE	Pamily: Prom. to to	APPROVED:
INVESTIGATOR		19
NOTE: This change ticket is to be Department of Public Wel	(Director Department of Public Welfare) Central Payroll Bureau Verification	
file.	d the duplicate retained for record and	

file.

OLD-AGE PENSION ENTRY TICKET

110

CENTRAL PAYROLL BUREAU: The person herein indicated has met the requirements of this department relative to old-age assistance which is hereby certified correct for payroll purposes until further notice.

C. P. B. No. NAME	REMARKS:
D. P. W. NoADDRESS	
SEMI-MONTHLY GRANT\$	
No. IN FAMILY	
MONTHLY GRANT	
RACEDATE OF BIRTH	APPROVED:
INVESTIGATOR	
DATE EFFECTIVE	(Director Department of Public Welfare)
NOTE: This entry ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the	Central Payroll Bureau Verification
Central Payroll Bureau, and the duplicate retained for record and	

DPW	403
MDB	8529

file.

٠	Waster	No	Name
.ase	w orker	INO	IName

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DEPARTMENT OF PUBLIC WELFARE

OLD-AGE PENSION CUT-OFF TICKET

CENTRAL PAYROLL BUREAU: The old-age pension for the person herein indicated has been discontinued in accordance

with the records of this department.	
	REMARKS HOW SEPARATED
C. P. B. NoNAME	
D. P. W. NoADDRESS	
No. IN FAMILY	
SEMI-MONTHLY RATE\$	APPROVED:
PER ANNUM ALLOWANCE\$!
RACE	(Director Department Public Welfare)
DATE EFFECTIVE	Central Payroll Bureau Verification
NOTE: This cut-off ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll Bureau, and the duplicate retained for record and	

)ato)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County BALTIMORE CITY State MARYLAND
Name of agency or office DEPARTMENT OF PUBLIC WELFARE FINANCIAL DIV. (Office of custody) (Office which made the record, if different)
Address of office of custody #32757.Paul PLACE. (Name of building, room number, street address)
1. Title G.P.A. EMERGENCY ALLOMANCE TICKETS GRANT AUTHOR! - (Give present full title in quotes: assigned title, if any, in brackets.) If record has had other titles, list them with dates or quantities
ZATION TICKETS, ENTRY TICKETS CHANGE TICKETS CUT-OFF.
2. Dates JAN. 1936 - DEC. 3187. 1932. (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 3. STEEL TRANSFER CASES. (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling G.P.A. GRANT AUTHORIZATION TICKETS. (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTAINS COPIES OF G.P.A. EMERGEMEN BLIGHINGE. (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
TICKETS COPIES OF CRANT AUTHORIZATION TICKETS FOR their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
G.P.A. COPIES OF G.P.A. ENTRY FICHETS COPIES OF G.P.A. each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached)
CHANGE TICKETS AND COPIES OF G.P.A. CUT OFF TICKETS
G.P.A. EMERGENCY ALLOWANCE TICKET SHOWS, NAME
OF INVESTIGATOR, CERTIFICATION BY D.P. W. TO CENTRAL
PAY ROLL BUREAU, THAT CLIENT NAMED BELOW ON FOR
HAS MET ALLREQUIREMENTSOEDISMOND IS OVER

6.	Contents—continued ELIGIBLE FOR RELIEF C.P.B. NUMBER,
	D.P.N. NUMBER, NAME AND ADDRESS OF CLIENT, RACE,
	NUMBER OF PERSONS IN FAMILY GROUP, AMOUNT OF
	SEMI-MONTHLY GRANT, EFFECTED PATE OF GRANT,
	REASON FOR EMERGENCY ALLOWANCE, DATES OF
7.	(Chronologically—by what? Numerically—by what?)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
9.	Writing HAMDIANS OF THE ON PRINTED FORMS. (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF TRANSFER CASE; 6'X 9 4 X 25" APPROX 7,500 (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	INCASE OR APPROX. 22,500 IMALL.
11.	Location by dates and quantities O/V WOODEN & HELF AGAINST MEST (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) WALL OF RECORD STORE ROOM, # 206.
12.	Other information CONDITION OF RECORDS EQUIPMENT, GOOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	CONTINUED EROIN ITEM E () ENTRY ON Whether record is known to have been kept earlier than dates shown in item 2)
	EMERGENCY PAY ROLL, AMOUNTS OF EMERGENCY AL.
	LOWANCE GRANTED BY STATE AND CITY AND TOTAL ALSO
	REMARKS, AND DATE APPROVED AND SIGNATURE OF
	FINANCIAL DIVISION EMPLOYEE GRANT AUTHORI-
	ZATION TICKETS FOR G.P.A. SHOW, PAY ROLL NUMBER
	WELFARE NUMBER CHECK MARK IN SPACES PROVIDED
13.	(Formsein Florida.) Early imprints OPPOSITE ENTRY, CHANGE EMERGENCY, (Author) (Publisher)
٠	FUEL, ICE, CUT OFF, NAME OF CLIENT AND FORMER ADDRESS (Date of publication)
	CONTINUED TO AODENDA SHEET

(CONTENTS ITEM#68#12 CONTINUED). ADDENDA.

ALSONAME OF CLIENT AND NEW ADDRESS, AMOUNTS OF FORMER GRANT AND NEW GRANT AMOUNT OF ONE TIMEEMERGENCY PAYMENT, NUMBER IN FAMILY BE-FORE CHANGE ALSO NUMBER IN FAMILY INNEW GRANT, DATE OF BURTH, RACE, RELIGION, DATE ISSUED DATE EFFECTIVE, REMARKS RELATIVE TO CHANGES INFAMILY, STATUS, APPROVALS OF FIELD SUPER-VISOR AND ASSISTANT DIRECTOR, ALSO INITIALS OFFINANCIAL SUPERVISOR DESCRIPTIONS OF OLD GRANTAND NEW GRANT. GRA. ENTRY TICKET SHOWS NAME OF INVESTIGATOR, CERTIFICATION BY DRW TO CENTRAL PAY ROLL BUREAUTHAT CLIENT MAMED BELOW ON FORM HAS WETALL REQUIREMENTS OF DAW AND IS ELECIBLE FOR RELIEF, C.P.B. NUMBER, D.P.W. NUMBER, NAME AND ADDRESS OF CLIENT, AMOUNTS OF SEMI-MONTHLY AND MONTHLY GRANTS BY CITY AND STATE AND TOTALS, NUMBERINEAMILY, RACE, DATE. OF BIRTH, DATE EFFECTIVE, REMARKS, DATE APPROVED AND SIGNATURE OF FINANCIAL DIVISION EMPLOYEE. G.PA. CHANGE TICKET, SHOWS NAME DE INVESTIGATOR CERTIFICATION BY D.P.W. TO CENTRAL PAYROLL BUREAU THAT THE G.P.A. ALLOWANCE FOR THECLIENT BELOW ONFORM HAS BEEN CHANGED IN ACCORDANCE WITH REQUIRATENTS OF D.P.W. AND CERTIFIED TO BE CORRECT. C.P.B. NUMBER, D.P. W. NUMBER SPACE PROVIDEDOM FORM. FOR AMOUNTS OF SEMI-MONTHLY AND MONTHLY GRANTS UNDER OLD GRANT. STATE AND CITYALLOTMENT- "GPA.EMERGENCY ALLOWANCE TICKETS, GRANT AUTHORIZATION
TICKETS, ENTRY TICKETS, CHANGE TICKETS, CUT-OFF TICKETS."

(CONTENTS, ITEM #62#12 CONTINUED) TO OLD GRANT AND TOTAL ALSO AMOUNTS OF SEM-MONTHLY AND MONTHLY NEW GRANT, STATE AND CITY ALLOTMENT TO NEW GRANT AND TOTAL, NAME AND ADDRESS OF CLIENT, FORMER ADDRESS, RACE, NUMBER IN FAMILY (FROM NUMBER OF PER-SONS FORMERLY IN FAMILY TO PRESENT NUMBER IN FAMILY.) DATE EFFECTIVE, REMARKS, DATE AP PROVED AND SIGNATURE OF FINANCIAL DIVISION EM-PLOYEE. G.P.A. OUT-OFF TICKET SHOWS CERTIFICATION BY D.P.W. TO CENTRAL PAYROLL BUREAU THRETHE G.P.A. ALLOWANCE TO THE CLIENT NAMED BELOW ON FORM, HAS BEEN DISCONTINUED IN ACCORDANCE WITHTHE RECORD OF THIS DEPARTMENT, C.P.B. NUMBER D.P.W. NUMBER, NAME AND ADDRESS OF CLIENT, AMOUNT OF SEMI-MONTHLY AND MONTHLY GRANT, STATE AND CITY ALLOTMENT TO GRANT AND TOTAL, RACE NAME OF INVESTIGATOR, INCLUSIVE DATE EFFECTS IVE, REMARKS, DATE APPROVED AND SIGNATURE OF FINANCIAL PIVISION EMPLOYEE. THESE RECORDS ARE KEPI FOR FUTURE REFERENCE AND CHECKING PUR-POSES

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DEPARTMENT OF PUBLIC WELFARE GENERAL PUBLIC ASSISTANCE

EMERGENCY ALLOWANCE

CENTRAL PAYROLL BUREAU: THE PERSON HEREIN INDICATED HAS MET THE REQUIREMENTS OF THIS DEPARTMENT RELATIVE TO A GENERAL PUBLIC ASSISTANCE EMERGENCY ALLOWANCE, WHICH IS HEREBY CERTIFIED CORRECT FOR PAYROLL PURPOSES.

		RGENCY ALLO	
C. P. B. NO. NAME	STATE	CITY	TOTAL
D. P. W. NOADDRESS	1.85	3,25	510
RACEFAMILY GROUP			
SEMI-MONTHLY GRANT\$	REMARKS		
EFFECTIVE DATE SEMI-MONTHLY GRANT			
REASON FOR EMERGENCY ALLOWANCE			****
ENTRY ON EMERGENCY PAYROLL ENDING	APPROVED	-	19
ENTRY ON EMERGENCY PAYROLL ENDING			FINANCIAL DIVISID

NOTE: THIS EMERGENCY ALLOWANCE TICKET IS TO BE PROMPTLY EXECUTED IN DUPLICATE BY THE DEPARTMENT OF PUBLIC WELFARE.

THE ORIGINAL FORWARDED TO THE CENTRAL PAYROLL BUREAU, AND THE DUPLICATE RETAINED FOR RECORD AND FILE.

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DEPARTMENT OF PUBLIC WELFARE

GENERAL PUBLIC ASSISTANCE ENTRY TICKET

CENTRAL PAYROLL BUREAU: The person herein indicated has met the requiassistance allowance which is hereby certified correct for payroll purposes until further	
C. P. B. NoNAME	REMARKS:
D. P. W. NoADDRESS	
SEMI-MONTHLY GRANTSTATE \$CITY \$	
No. IN FAMILYTOTAL \$	
MONTHLY GRANT	APPROVED:
RACEDATE OF BIRTH	
DATE EFFECTIVE	(Director Department of Public Welfare)
NOTE: This entry ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll Bureau, and the duplicate retained for record and file.	Central Payroll Bureau Verification

Investigator	111	

DEPARTMENT OF PUBLIC WELFARE

GENERAL PUBLIC ASSISTANCE CHANGE TICKET

CENTRAL PAYROLL BUREAU: The general public assistance allowance for the person herein indicated has been changed in accordance with the requirements of this department and is hereby certified correct for payroll purposes until further notice.

	OLD GRANT			NEW GRANT		
	SEMI-MONTHLY		SEM	II-MONTHLY		
C. P. B. No.	STATE \$	CITY \$	STA	TE \$	CITY	· \$
	MONTHLY		MON	NTHLY		
D. P. W. No	8	TOTAL \$			TOTAL	\$
			1			
NAME				MARKS:		
,			l			
NEW ADDRESS					•	
FORMER ADDRESS						
			- 11	PPROVED:		
RACE	No. in Fami	ly: Fromtoto				19
		-,	1			
DATE EFFECTIVE						
				(Director 1	Department of Publ	ic Welfare)
NOTE: This change ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll			part-	Central	Payroll Bureau Ve	erification
ment of Public	Welfare. The original duplicate retained for	nal forwarded to the Central Pa	yroll		1	
bureau, and the	unpiteate retained to	i tecord and me.				
			- 11		1	1

DEPARTMENT OF PUBLIC WELFARE

DPW 903A

GENERAL PUBLIC ASSISTANCE CUT-OFF TICKET

CENTRAL PAYROLL BUREAU: The general public assistance allowance for the person herein indicated has been discontinued in accordance with the records of this department.

REMARKS

C. P. B. NoNAME	TIOW SEPARATED)
D. P. W. NoADDRESS	
SEMI-MONTHLY GRANTSTATE \$CITY \$	
No. IN FAMILYTOTAL \$	
MONTHLY GRANT\$	
RACE	
INVESTIGATOR	APPROVED:
INVESTIGATOR	19
INCLUSIVE DATE EFFECTIVE	(Director Department of Public Welfare)
NOTE: This cut-off ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll Bureau, and the duplicate retained for record and file.	Central Payroll Bureau Verification
Dureau, and the duplicate retained for record and me.	/I I . I I

•	
W	M ~ 1 ~ 1
novaka	-Miedentohl
(Wo	ker's full name)

WPA Form 12-13HR-Revised

4-18-39

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(Date

(Form identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL PROPERS SUPPLY: 1927

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Department of Public Welfare - Financial Division
Name of agency or office Department of Public Welfare - Financial Division (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place. (Name of building, room number, street address)
(Name of building, room number, street address)
1. Title (General Public Assistance Grant Authorization (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities Tickets) "G.P.A. Form #10"
or both)
2. Dates. Feb. 1938 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 17 Steel file drawers
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling See addenda sheet for list of drawers as labeled. (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
record. Explain why records are missing, it possible)
6. Contents Grant authorization. prepared on four copies, sent to this (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, office for checking against accuracy after checking copies are their headings. etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by sent to Central Payroll Bureau Dept. of Public Welfare records file each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Auditing Dept, one copyfiled in this office for future reference; show payroll number, welfare number; check mark in spaces
Cut-Off; name of client and former address also name
of client and new address; amounts of former grant

(See reverse side)

	(Place of publication) (Date of publication)
ເຮ.	(For use in Florida.) Early imprints(Author) (Publisher)
	<u></u>
	910 810 110 00 810 110
	of old grant and new grant.
	director, also initials of Financial Supervisor; descriptions
	Whether record is known to have been kept earlier than dates shown in item 2) continued from line 6 field supervisor and assistant
	(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
12.	Other information Records and containers in excellent condition.
•	(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) wall in room #215.
11.	Location by dates and quantities Feb. 1938 to date 17 drawers on south (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	(Of record or container. Height, width, thickness or depth. Average number of personal documents)
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing) Size of drawer 64x9x 18" Average number of per drawer. (Of record or container. Height, width, thickness or depth. Average number of personal documents)
9.	Writing Handwritten on printed form. (Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	title and identification number)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
7.	Arrangement Numerically by payroll numbers. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	to changes in family status; approvals of (cont. on line 12)
	religion; date issued, date effective; remarks relativ
•	also number infamily in new grant; date of birth, race,
	emergency payment; number in family before change
υ.	
6.	Contents—continued and new grant; amount of one time

JPW 10-J-8 CITY OF BALTIMORE—DEPARTMENT OF PUBLIC WELFARE **GRANT AUTHORIZATION** CENTRAL PAYROLL BUREAU GENERAL PUBLIC ASSISTANCE PAYROLL NO. WELFARE NO. FUEL **ENTRY** CHANGE **EMERGENCY** ICE **CUT OFF** NAME NAME (PRINT) (PRINT) TO ADDRESS ADDRESS (PRINT) (PRINT) SEMI-MONTHLY GRANT SEMI-MONTHLY GRANT STATE CITY TOTAL MONTHLY STATE CITY TOTAL MONTHLY TO OLD ONE TIME EMERGENCY PAYMENT NUMBER IN NUMBER IN TO FAMILY FAMILY RELIGION DATE OF BIRTH RACE DATE DATE EFFECTIVE ISSUED REMARKS: NEW **DELIVER CHECK** APPROVED: FIELD SUPERVISOR FIN. DIV. INVESTIGATOR MDB 12738 SUPERVISOR ASST. DIRECTOR INITIALS

General Public Assistance Grant Authorization Tickets

10900 - 12799

continued from line 4

G. P.A

Form

10

addenda sheet

Drawers labeled as follows -G.P.A. Form # 10 1-999 G.P.A Form # 10 1000-17999 G. P. A Form 1800 - 2599 10 G. P.A Form 中 2600-3399 10 G.P.A 3400-4099 Form # 10 6. P. A Form # 10 4100-4599 G.P.A. Form 4600 - 5099 # 10 G.P.A Form 5100-5599 # 10 G.P.A Form # 10 5600 - 5999 G.P.A Form # 10 6000 - 6599 6600-7199 G. P.A 410 Form G. P. A 7200 - 7999 Form # 10 8000-8699 G. P.A. Form #10 8700 - 9299 G. P. A Form #10 9300 - 9999 G. P. A Form #10 10000 - 10899 #10 G.P.A Form

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

BALTIMORE CITY State MARYLAND.
Name of agency or office DEPARTMENT OF PUBLIC WELFARES FINANCIAL DI
Address of office of custody #327 ST. PAUL PLACE. (Name of building, room number, street address)
1. Title (G.PA. PAY ROLL CARD RECORD) Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. 1935 — (Earliest and latest dates; missing dates. Show exact date of breaks)
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling FOR LABELING SEE TEM #12. (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTAINS RECORD CARDS FOR ACTIVE AND (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
CLOSED CASES OF CLIENTS ON GPA P/AY TROLL. their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
THE ACTIVE CASE CARDS AREUSED FOR CHECK-each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
ING AMOUNT OF GRANT AGAINST ORIGINAL
GRANT, FORALLITEMS OF RELIEF GRANTED
EXCEPTING, ITEM-FUEL, ALSO FOR CHECKING
ORIGINAL GRANT FOR PAY ROLL NUMBERS, AND
NEW ADDRESS. THE CLOSED CASE CARDS ARE KEPT

		• •	10UIVTS A		·	
	ENTRY					_
	UEO INR					
GRA	NT, NAM	EANDA	ADDRESS	OFCLI	NT NU	ABER O
7. Arrang	gement ALA	O/A/A	SYNAM	E OF C	LIENT	
8. Indexi			ws. If separate, fill or			
~~~~~	(Self-contained	describe what it sho	ws. If separate, fill or	it a form for it, and	place cross reference	here to that form b
	nd identification number		) 9 /	CARRE	æ	
J. WIILIII	g TYPED (Handwritten.	Handwritten printe	ed form. Handwritten	printed head. Typed.	Typed printed form	. Typed printed head
	. Photostat. Other. G				·	
10. Size 💪	OFFILE (Of recon	DRAWE	R: 4"X3	54"x 20	6,000	CARDS
	R DRAW		ight, width, thickness of	depth. Average num	ber of pages or docum	ents)
			·			
11. Locatio	on by dates and q	quantities Of	N TOP OF (Room, vault,	DESK N wall—N. E. S. W., sec	EAR EA	ST WALL et, on floor)
11. Location	on by dates and o	quantities 01	V TOP OF (Room. vault,	DESK, N wall—N. E. S. W., sec 2LE/2KS	EAR EA	S.T. WALL et, on floor)
OF	ROOM#	2/5.(	G.P.A. C	LERKS	DESK).	
OF	ROOM#	2/5. ( NOITIO	G.P.A. C	CORDS &	DESK).	FNT GO
0F	ROOM# information CO	2/5. (  ONDITION  Ondition of record if	OF P. F. C.  NOF PEC  not good. Relation to o	COROS & ther records. Informs	DESK).	FNT GO
OF	information CO	2/5.  ONDITION Ondition of record if FROYN I we been kept earlier to	NOFRED  not good. Relation to o  TEIMA)  than dates shown in item	CORDS & ther records. Inform.	DESK).	IENT GO
OF	information CO	2/5.  ONDITION Ondition of record if the second in the sec	OFREO  not good. Relation to o  TEIMA)  than dates shown in item	CORDS & ther records. Informatically a contract of the contrac	EQUIPY, atton on prior, subsequently	ENT GO lent, or similar record
OF	information CO	2/5.  ONDITION Ondition of record if the second in the sec	NOFRE not good. Relation to o TEIMAA) than dates shown in item ED-A-B	CORDS & ther records. Information 12)  1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	EGUIPIA ation on prior, subsequ	ENT GO lent, or similar record
OF	information CO	2/5.  ONDITION  ondition of record if  FROM  we been kept earlier to  LABEL	NOFRED  not good. Relation to o  TEIMA)  than dates shown in item  ED-A-B  - C-E	CORDS & ther records. Inform.  1 2)  1 DRAN  2, "	EQUIPMATION ON Prior, Subsequ	SENT, GO lent, or similar record SLEO-RO
OF	information CO	2/5.  ONDITION  ondition of record if  FROM  we been kept earlier to  LABEL	MOFRED  not good. Relation to o  TEMA)  than dates shown in item  ED-A-B  - C-E  - F-H  - Ho-	CORDS & ther records. Inform.  1 2)  1 DRAN  2, "	EQUIPMATION ON Prior, Subsequ	SENT, GO  lent, or similar record  LEO - RI
OF	information CO	2/5.  ONDITION  ondition of record if  FROM  we been kept earlier to  LABEL	MOFRED  not good. Relation to o  TEMA)  than dates shown in item  ED-A-B  - C-E  - F-H  - Ho-	CORDS & ther records. Inform.  1 2)  1 DRAN  2, "	EQUIPMATION ON Prior, Subsequ	SENT, GO  lent, or similar record  LEO - RI
OF	information CO	2/5. (  ONDITION  ondition of record if  FROM  we been kept earlier to	MOFRED  not good. Relation to o  TEMA)  than dates shown in item  ED-A-B  - C-E  - F-H  - Ho-	CORDS & ther records. Information 12)  1, DRAW  2, "	EGUIPM ation on prior, subsequence ERLABE	ENT, GO  lent, or similar record  LEO-RO
2. Other (C.O.A. Whether 2, 2 2, 2, 1	information CO	2/5.  ONDITION Ondition of record if FROIN I ve been kept earlier to LABEL	NOFRE not good. Relation to o TEIMA) than dates shown in item ED-A-B -C-E -F-H -Ho-I -Mu-N	CORDS & ther records. Inform.  1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	EQUIPM ation on prior, subsequently	SENT GO  sent, or similar record  FIFO - RU  - TU
12. Other (C.O.A. Whether I, I.  I, I, II, III, III, IIII	information CO	2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/5. ( 2/	MOFIEC  not good. Relation to o  TEMAA)  than dates shown in item  ED-A-B  - C-E  - F-H  - Ho-A  NOTE'C	CORDS & ther records. Informatically 1, PRAN	EGUIPING atton on prior, subsequence of the LABE	ENT, GO  LEO-RU  TU  FOR GH

(Form identification number)

#### WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

<del></del>	•	
Combo BALTIMO	RE CITY State MARY	LAMO.
Name of agency or office DEPA	RTMENTOE PUBLIC MELE	ARE-FINANCIAL DIV.
	(Office of custody) (Office which made the re-	cord, if different)
Address of office of custody	#327 ST. PAUL F	LACE
	(Name of building, room number, str	eet address)
100		_
1. Title GRAN	VT AUTHORIZATION CI	ARDRECORO).
(Give present full title in quot		er titles, list them with dates or quantities
	(ACTIVE CASES).	
or both)		
2. Dates. 1938 — —.		
-	(Earliest and latest dates; missing dates. Show exact date	
3. Quantity 3, STEEL	Number of volumes; file drawers; file boxes; bundle	
4. Labeling FOR LABA	ELING SEE ITEM# 12 (Explain fully; years; numbers; letters; number of reco	<b>3</b>
5. Discontinued and missing reco	ords (If record discontinued, give reason and state whe	
-	(If record discontinued, give reason and state whe	ther same information shown in another
	·	
record. Explain why records are missing	g, if possible)	$(-1) \cdot (e^{-i\theta} \cdot e^{-i\theta} \cdot e^{-i\theta$
6. Contents COLY / AIVY S	ELECORD CARDS FOR ature of record. Principal items of information shown. St	HCTIVE CASES
· · · · · · · · · · · · · · · · · · ·		
their headings atc. If a very general	V G.P A. THE CARDS or miscellaneous record, detailed information as to types o	f records contained and dates covered by
each should be given. Unless contents	OUNT OF GRANT AGA of these records are described by other Forms 12-13HR, suc	h forms should be filled out and attached)
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Fill Dall : Al.		2252552 7687
PHY KUKK INGO	MBERS AND NEW ADD	RESSES LIKE
CHAINE AMBULA	TOF GRANT FOR FUEL	THE ADICINIAL
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DATE DECRA	MT, NAME AND ADDRE	- CS AF CLIENT
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NUMBED DE BE	RSONS INFAMILY GR	OURDNO COSE
	ENALED LIXE FIFT IF SALE	
WPA Form 12-13HR—Revised	(See reverse side)	NUMBER

6.	6. Contents—continued	
•	•	
7.	7. Arrangement NUMERICALLY By (Chronologically—by what? Num	
0	(Chronologically—by \$\psi \text{hat? Nun}	nerically—by what? Alphabetically—by what?)
8.	8. Indexing (Self-contained—describe what it shows. If separate, fill	out a form for it, and place cross reference here to that form by
	title and identification number)	
9.	9. Writing TypeD ON PLAIN CA (Handwritten. Handwritten printed form. Handwritten	RDS.
	(Handwritten. Handwritten printed form. Handwritten	printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind	
10.	10. Size OF FILE DRAINER. 4.2 3.5. (Of record or container. Height, width, thickness	AND
	PER DRAWFR OR APPROX	
	·	
11.	11. Location by dates and quantities ON TOP OF	DESK AGAINST NORTH WA
	IN ROOM#215. (G.P.A.CL	, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	168 Collection Collect	ENRS DESKJ.
	3.4.5	
12.	12. Other information CONDITION OF REC (Condition of record if not good). Relation to	other records. Information on prior, subsequent, or similar records.
1	(CONTINUED FROM ITEM#4) Whether record is known to have been kept earlier than dates shown in ite	
	1 DRAWER LABELED - F	
	7 " - 5	UEL G.P.A 1938-1939.
	1, "	IEL.GP.A 1938-1939.
	NOTE C.P.A. STANDED	EDR GENERAL PUB
	NOTE G.P.A., STANDS F LIC ASSISTANCE.	See 1. S. S. Life Land L. L. C. S. C. L.
		·
l3.	3. (For use in Florida.) Early imprints	author) (Publisher)
	(Place of multi-stice)	
	(Place of publication)	(Date of publication)

113-6

(Date)

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE CITYState MARYLAND.
Name of agency or office <i>DEPARTMENT OF PUBLIC WELFARE-FINANCIAL DIV</i> (Office of custody) (Office which made the record, if different)
$\#$ $2 \circ \neg$ $\alpha = 0$
Address of office of custody #327 ST. PAUL PLACE.
(Name of building, room number, street address)
1. Title (G.P.A. GRANT AUTHORIZATION CARD RECORD).  (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(CLOSED CASES).
or both)
2. Dates. 1938 (Earliest and latest dates: missing dates. Show exact date of breaks)
3. Quantity 2, STEEL FILE DRAMERS.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling FOR LABELING SEE ITEM F12  (Explain fully; years; numbers; letters; number of records so labeled)
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
. (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTAINS CARD RECORD OF AMOUNTS FORFUEL (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
OF PERSONS CUTOFF FROM G.P.A. THE CARDS ARE
OF PERSONS CUT OFF FROM G. P.A. THE CARDS ARE their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
KEPTFOR PURPOSE OF CHECKING AGAINST PAY ROLL each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
NUMBERS, AMOUNTS AND NEW ADDRESSES IN RE-
ENTRY CASES, SAME PAY ROLL NUMBERS ISSUED IN RE-
ENTRY CASES, CARD SHOWS AMOUNT OF GRANT FOR
FUEL, THE ORIGINAL PATE OF GRANT, NAMEAND
ADDRESS OF CLIENT NUMBER OF PERSONS IN

7. Arrangement NIMFTRICALLY BY CASE NUMBER.  (Chronologically—by what? Numerically—by what? Alphabetically—by what?)  8. Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that it title and identification number)  9. Writing TYPED ON PLAIM CARDS.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed.	
7. Arrangement NUMETRICALLY BY CASE NUMBER.  (Chronologically-by what? Numerically-by what? Alphabetically-by what?)  8. Indexing (Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that fittle and identification number)  9. Writing TYPED ON PLAIN CARDS.	
7. Arrangement NIMERICAL BY CASE NUMBER  (Chronologically-by what? Numerically-by what? Alphabetically-by what?)  8. Indexing (Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that it title and identification number)  9. Writing TYPED ON PLAIN CARDS.	
7. Arrangement NIMERICAL BY CASE NUMBER  (Chronologically-by what? Numerically-by what? Alphabetically-by what?)  8. Indexing (Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that it title and identification number)  9. Writing TYPED ON PLAIN CARDS.	
8. Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that fittle and identification number)  9. Writing TYPED ON PLAIN CARDS.	
8. Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that fittle and identification number)  9. Writing TYPED ON PLAIN CARDS.	
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that fittle and identification number)  9. Writing TYPED ON PLAIN CARDS.	form by
9. Writing TYPED ON PLAIN CARDS.	
9. Writing TypeD ON PLAIN CORDS.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed.)	
(Handwritten: Handwritten printed form. Handwritten printed head. Typed printed form. Typed printe	
	ed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)	
10. Size OF FILE DRAWER . 4"x54 X15" APPOX. 6, 6	200
CARDS INEACH DRAWER OR HAPPROX 12,000	
IN ALL.	
11. Location by dates and quantities ON TOP OF DESIGN JGAINST NO (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)	RTH
WALL IN ROOM#215. (G.P.A. CLERK'S DESI	<u> </u>
·	
12. Other information CONDITION OF RECORDS & FOUNDINGENT (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar	records.
(CONTINUED: FROM ITEM #4). Whether record is known to have been kept earlier than dates shown in item 2)	
I, DRAWER LABELED-CLOSED-G.P.A1-4	399
1, "-CLOSED G.P.A. FUEL-440	0-120
	7
NOTE: G.P.A., STANDS FOR, GENERALT	Pus
LIC ASSISTANCE.	
10 (E	
13. (For use in Florida.) Early imprints(Author) (Publisher)	
(Place of publication) (Date of publication)	

14-A

(Form identification number)

### WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

	==
County Baltimore City State Maryland	
State 1019 1010	
Name of agency or office Department of Public Welfare-Financial Division (Office which made the record, if different)	
Address of office of custody 327 St. Paul Place - Room 215	
(Name of building, room number, street address)	<u>.                                    </u>
1. Title Payroll Record of Fuel Grants)  (Give present full title in quotes: assigned title, if any lin brackets. If record has had other titles, list them with dates or quantities.	
(Give present full title in quotes; assigned title, if any in brackets. If record has had other titles, list them with dates or quantities.  (Closed ADC Fue)	·8
2. Dates, \938	
(Earliest and latest dates; missing dates. Show exact date of breaks)	``
3. Quantity 2 Steel file drawers.	
4. Labeling Drawers labeled Closed ADC Fuel 1-5399; (losed ADC Fuel 5400-7500.  (Explain fully; years; numbers; letters number of records so labeled)	
5. Discontinued and missing records None	
(If record discontinued, give reason and state whether same information shown in another	
record. Explain why records are missing, if possible)	·
6. Contents Card record of amounts granted for fuel of persons of (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record	<u>:ut-</u>
off from assistance kept for the purpose of their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by	 у
each should be given Unless-contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached	<u>se</u> s )
in re-entry cases; same payroll numbers are	
issued in re-entry cases; cords show category of rel	ief,
Central Payroll Bureau number, Department of Public Welfare number	<u>er</u> ,
name and address of elient; entry date; semi-	
monthly amount; dates effective of new addresses	7
NAME OF A STREET A COLUMN ASSESSMENT ASSESSM	

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Arrangeme	ent _1X	umeri	Cally	<u> </u>	Auroll Numerically—	num	bers		
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Indexing	(Self-conta	ined—describe	what it shows	. If separate	, fill out a form	n for it, and p	lace cross refe	erence here t	o that form
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title and idea	tification r	number)	· · · · · · · · · · · · · · · · · · ·						
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Printed. Pho	tostat. Ot	her. Give mon	ths and years	covered by eac	h kind of writing	·			<u>-</u>
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Size 9	<u> </u>	Of record or co	ntainer. Heigh	ht, width, thic	kness or depth.	Average numbe	r of person	locuments)	<u> </u>
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		and quanti	ities <u>193</u>	8 to d	ote 2	drau		on to	P of
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		and quanti	ities <u>193</u>	8 to d	ote 2	drau		cabinet, on f	P of
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	near,	and quanti north	ities 193 n wall	18tod (Room	ote 2 vault, ball—N pom#2 ntaine	draw E.S. W., section I.S.	excel	lent	conditi
desk r	near,	and quanti north	ities 193 n wall	18tod (Room	ote 2 vault, wall—N oom#9	draw E. S. W., section 15, ers in ords. Information	excellon on prior, se	lent ubsequent, or	conditi
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Other info	rmation	and quanti	ities 193 n Wall ds an	(Room (Room C) (Room	ate 2 vault, wall—N 00m#2 ntaine	draw E. S. W., section 15, ers in ords. Information	excellon on prior, se	lent ubsequent, or	conditi
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Other info	rmation	and quanti	ities 193  n Wall  ds an  of record if no	(Room	ote 2 vault, wall—N 00m#2 ntaine ion to other reco	draw E. S. W., section I.S.	excellon on prior, so	lent ubsequent, or	conditi
Other info	rmation	and quanti	ities 193  n Wall  ds an  of record if no	(Room (Room (Room) (Room) (Room) (Room) (Room) (Room) (Room)	ote 2 vault, wall—N 00m#2 ntaine ion to other reco	draw E. S. W., section I.S.	excellon on prior, so	lent ubsequent, or	conditi
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Other info	rmation	and quanti	ities 193	(Room in C	ote 2 vault, wall—N oom#2 ntaine ion to other rece	draw E. S. W., section I.S.	excellon on prior, s	lent ubsequent, or	conditi
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4-17-39

114-B

(Form identification number)

# WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

R.11:
Estate Maryland State Maryland
Name of agency or office Department of Public Welfare-Financial Division
Address of office of custody 327 St. Paul Place Room 215
(Name of building, room number, street address)
1. Title Payroll Record of Fuel Grants - Active) (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
"Fuel A.D.C. 1938-1939"
or both)
2. Dates. 1938 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 3 Steel file drowers
(Number of volumes; file drawers; file boxes; bundles; other).
4. Labeling 3 drawers labeled Fuel A.D.C. 1938-1939
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
record. Explain why records are missing, if possible)
6. Contents Cord record of omounts granted for fuel to (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
relief clients kept for purpose of checking against their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
Payrol Numbers amounts and address changes on each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
grant authorization tickets; show category of relief
Central Payroll Bureau number, Department of Public
Welfore number, name and address of client, entry
dote, semi-monthly amount, dotes effective of
new oddresses, dates effective and new amounts;
WDA Form 19 19UB Ported

Contents—contin		•	•	
date eff	ective.		·	
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			•	
Arrangement 1	lumerical	lly by par	POIL NUMB by what? Alphabetically—by	ers.
T. J	lone	ogically—by what? Numericall	à—by what? Alphabetically—by	what ?)
		hows. If separate, fill out a	form for it, and place cross refe	erence here to that form
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title and identification	number)			- <b></b> -
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Printed. Photostat. (	Other. Give months and year	ars covered by each kind of wri	ting)	
Size of drau	ver 4"x \$1	4×15"	Average number of page 1	per. drawer
i	(Of record or container. E	leight, width, thickness or dept	h. Average number of recommendation	bommonto) adras
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Location by dates	and quantities	938todate	2 drawer on	+nn
Location by dates	s and quantities	938 to date Groom. vault, wall-	3 drawers on -N. E. S. W., section, bin, shelf,	top of
Location by dates	s and quantities !	938 to date 3 (Room. vault, wall- all in room #	3 drawers on  N. E. S. W., section, bin, shelf,	top of
Location by dates	s and quantities 19	938 to date ; (Room. vault, wall- all in room #	3 drawers on -N. E. S. W., section, bin, shelf,	top of
Location by dates desk nec	s and quantities !!	938 to date : (Room. vault, wall- all in room #	3 drawers on  N. E. S. W., section, bin, shelf,	top of cabinet, on floor)
desk ned	n Pecords and	all in room #  d containers	in excellent	condition.
desk ned	n Pecords and	all in room #  d containers	A rauers on  N. E. S. W., section, bin, shelf,  215.  In excellent records. Information on prior, s	condition.
Other informatio	n Pecords and	all in room #  d containers if not good. Relation to other	in excellent	condition.
Other informatio	n Pecords and	all in room #  d containers	in excellent	condition.
Other informatio	n Pecords and	all in room #  d containers if not good. Relation to other	in excellent	condition.
Other informatio	n Pecords and	all in room #  d containers if not good. Relation to other	in excellent	condition.
Other informatio	n Pecords and	all in room #  d containers if not good. Relation to other	in excellent	condition.
Other informatio	n Pecords and	all in room #  d containers if not good. Relation to other	in excellent	condition.
Other informatio	n Pecords and	all in room #  d containers if not good. Relation to other	in excellent	condition.
Other informatio	n Pecords and	all in room #  d containers if not good. Relation to other	in excellent	condition.
Other informatio	n Pecords and	all in room #  d containers if not good. Relation to other	in excellent	condition.
Other informatio	n Pecords and (Condition of record i	d containers if not good. Relation to other r than dates shown in item 2)	in excellent records. Information on prior, s	condition.
Other informatio	n Pecords and (Condition of record i	d containers if not good. Relation to other r than dates shown in item 2)	in excellent	condition.
Other informatio  Whether record is kno	n Records and (Condition of record in what to have been kept earlier)  D. C. denot	d containers if not good. Relation to other r than dates shown in item 2)  tes Aid To 1	in excellent records. Information on prior, s	condition.
Other informatio  Whether record is kno	n Pecords and (Condition of record i	d containers if not good. Relation to other r than dates shown in item 2)  tes Aid To 1	in excellent records. Information on prior, s	condition.

114-C

(Date)

(Form identification number)

#### WORKS PROGRESS, ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

· · ·
Baltimore City state Moryland
Name of agency or office Department of Public Welfare-Financial Division (Office of custody), (Office which made the record, if different)
Address of office of custody 327 St. Paul Place.
(Name of building, room number, street address)
1. Title (Aid To Dependent Children Grant Authorization  (Give present full title in duotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Give present full title in puotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
lickets)
2. Dates Jan. 1937 - Dec. 1937
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 4 Cardboard transfer cases.  (Number of volumest file drawers: file boxes: hundles: other)
4. Labeling See line 12 for labeling.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
(as soons discount and some whealer same intermediation of the minimum of the min
record. Explain why records are missing, if possible)
6. Contents Grant authorization prepared on four copies, sent to (Purpose and general nature of record. Principal items of information shown. Summary of forms used in maiding record.
this office for checking against accuracy after checking their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
Copies are sent to Central Payroll Bureau for pay- each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
roll purposes; D.P.W. Records file, Auditing Dept. For
auditing purposes and one copy filed in this office
for future reference; show payroll number, Welfore number
check mark in squares provided opposite Entry, Change, Emergency
Fuel, Ice, Cut-Off; name and address of client and original

6.	Contents—continued grant also	name and ad	dress of client and new
	grant; amount of one em	ergency pay	ment; number in family at tim
	original grant also number	_ , ,	
	religion; date issued; date		
	sired; signatures of approvin	• •	
			• • • • • • • • • • • • • • • • • • • •
	Arrangement Numerically b	by what? Numerically—by	what? Alphabetically—by what?)
8.	Indexing Self-contained describe what it shows. If	f separate, fill out a form f	or it, and place cross reference here to that form by
	title and identification number)	·	
9.	Writing Handwritten Handwritten printed form	on printed	forms.  I Typed. Typed printed form., Typed printed head.
	Printed. Photostat. Other. Give months and years cover		
10.	Size of transfer case 6"x 9"4	"x25"	400 tickets per File case
	V *(Of record or container. Height, w	vidth, thickness or depth. Av	erage number of pagement documents)
44	T4: h d-4 d4:	627 17 1627	11 ( a cd b 1 + c
	Location by dates and quantities Jan. 1	_	
•	cases on west wall in s	storage room	<u>n 4206.</u>
	7		·
12.	Other information <u>Records and c</u>	od. Relation to other records	are in excellent condition.  Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than da	ates shown in item 2)	······································
	continued from line 4 -	Draw'e	ers labeled as follows
D.P.W	V. Grant Authorizations - Aid To Depe	endent Children.	Jan, 1937-Dec. 1937-C.P.B. Nos. 1-1499
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4	. 11		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
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(( . A			: 1 D:
Co	ntinued from line 6 mm		•
12	(Fig. 15 in Florida.) Bart, impaints O	old grant	and new grant. (Publisher)
	(Place of publication)	·	(Date of publication)

Kova	ha-	Nic	de	int	اه	h	ŀ
	(Wor	kor's fi	ll nan	201			

(Form Identification number)

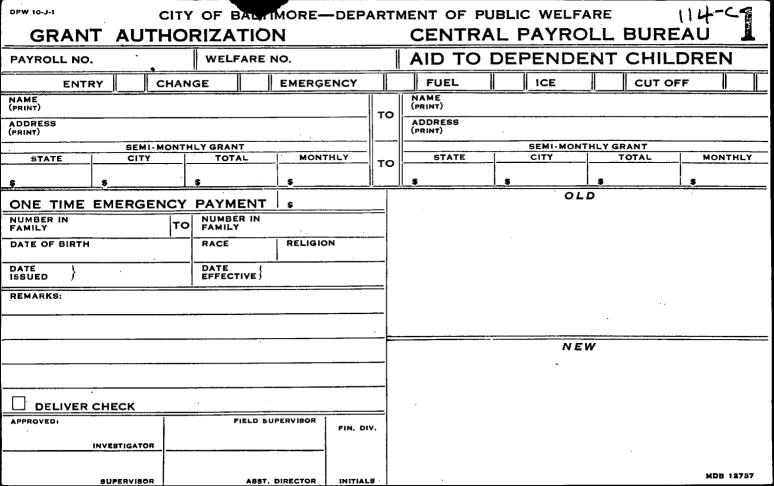
### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

State Maryland	
Name of agency or office Department of Public Welfare-Financial Division	
Address of office of custody 327 St. Paul Place - Room 215  (Name of building, room number, street address)	<del></del> -
1. Title (Aid To Dependent Children Grant Authorizations) (Give present full title in quotes: assigned title, if any, in brackets: If record has had other titles, list them with dates or quantities	<del></del> :8
or both)  2. Dates, 1938	
(Earliest and latest dates; missing dates: Show exact date of breaks)	
3. Quantity 11 Steel file drowers	
(Number of volumes; file drawers; file boxes; bundles; other) (See line 12 for 4. Labeling Drowers labeled A.D.C. with incl. payroll numbers list of drawers as (Explain fully; years; numbers; letters; number of records so labeled)	abela
5. Discontinued and missing records None	
(If record discontinued, give reason and state whether same information shown in another	
record. Explain why records are missing, if possible)	
6. Contents Grant authorization prepared on four copies, sent to this office for (Purpose and general nature of record. Principal items of Information shown. Summary of forms used in making record	<u>r</u>
checking against accuracy after checking copies are sent to their headings, Stc. If a very general or miscellandous redord, detailed information as to types of records contained and dates covered by	
Central Payroll Bureau, D.P.W. Records file, Auditing Dept., one copy filed in each should be given. Unless contents of these records are described by other Forms 12-18 ff. such forms should be filled out and attached	<u>n</u>
this office for future reference purposes; show payroll number, Welfore numb	<u>ze</u> r,
check mark in squares provided opposite Entry, change,	
Emergency, Fuel, Ice, Cut Off; nome and address of clien	Λŧ
and original grant also name and address of client	
and new grant; amount of one time emergency pay-	
WPA Form 12-13HR—Rayleed (See reverse side)	•

6. Contents—continued ment; number in family of original grant also number in family in new grant; date of birth, race Religion; date issued, date effective remarks respecting changes in family status; approvals of investigator and director; initials of officer in Financial Division; (Cont. online 12) 7. Arrangement Numerically by Control Polysion; (Cont. online 12) 8. Indexing (Giff-continued describe what it shows it separate. All out a form for it, and place cross reference here to that form by title and identification number)  9. Writing (Giff-continued describe what it shows it separate. All out a form for it, and place cross reference here to that form by title and identification number)  10. Size of Control of Control of Printed form. Readdritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of erriting)  11. Size of drawer by the printed form. Headth, with thickness or depth. Available number of the december of the printed form. Printed form. Typed printed head.  (Or record or constitute. Headth, with thickness or depth. Available number of the december of the printed form. Typed printed head.  (Or record or constitute. Headth, with thickness or depth. Available number of the december of the printed form. Typed printed head.  (Or record or constitute. Headth, with thickness or depth. Available number of the december of the printed form. Typed printed head.  (Or record or constitute. Headth, with thickness or depth. Available number of the december of the printed form. Typed printed form. Typed printed head.  (Or record or constitute printed form. Headth, with thickness or depth. Available of the printed form. Typed printed fo			· 't		•
also number in family in new grant; date of birth, row realigion, date issued, date effective remarks respecting changes in family status; approvals of investigator and director; initials of officer in Financial Division; (cont. online 12)  7. Arrangement Numerically by Central Payroll Bureau numbers.  (Chromologicolly-by what? Numerically-by what? Winhabetically-by what?)  8. Indexing No  (Soft-emained-destribe what it shown. It separate. All out a form for A. and place cross reference here to that form by this and identification number)  9. Writing Handwritten. Handwritten printed form. Printed forms.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.  Printed Protostal. Other. Give monthly and years covered by each kind of writing.  10. Size of drawer bury 174 Average 725 per drawer.  (Or record or container. Height, width, thickness or depth. Average number of seed documents)  11. Location by dates and quantities 1938 to date. It drawers on west wall in real documents.  (Condition of record if not cool. Relation to other records. Information on prior, subsequent, or similar records.  (Condition of record if not cool. Relation to other records. Information on prior, subsequent, or similar records.  (Condition of record if not cool. Relation to other records. Information on prior, subsequent, or similar records.  (Condition of record if not cool. Relation to other records. Information on prior, subsequent, or similar records.  (Condition of record if not cool. Relation to other records. Information on prior, subsequent, or similar records.  (Condition of record if not cool. Relation to other records. Information on prior, subsequent, or similar records.  (Condition of record if not cool. Relation to other records. Information on prior, subsequent, or similar records.  (Condition of record if not cool. Relation to other records. Information on prior, subsequent, or similar records.  (Condition of record if not cool. Relation to other records. Infor					
also number in family in new grant; date of birth, row realigion, date issued, date effective remarks respecting changes in family status; approvals of investigator and director; initials of officer in Financial Division; (cont. online 12)  7. Arrangement Numerically by Central Payroll Bureau numbers.  (Chromologicolly-by what? Numerically-by what? Winhabetically-by what?)  8. Indexing No  (Soft-emained-destribe what it shown. It separate. All out a form for A. and place cross reference here to that form by this and identification number)  9. Writing Handwritten. Handwritten printed form. Printed forms.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.  Printed Protostal. Other. Give monthly and years covered by each kind of writing.  10. Size of drawer bury 174 Average 725 per drawer.  (Or record or container. Height, width, thickness or depth. Average number of seed documents)  11. Location by dates and quantities 1938 to date. It drawers on west wall in real documents.  (Condition of record if not cool. Relation to other records. Information on prior, subsequent, or similar records.  (Condition of record if not cool. Relation to other records. Information on prior, subsequent, or similar records.  (Condition of record if not cool. Relation to other records. Information on prior, subsequent, or similar records.  (Condition of record if not cool. Relation to other records. Information on prior, subsequent, or similar records.  (Condition of record if not cool. Relation to other records. Information on prior, subsequent, or similar records.  (Condition of record if not cool. Relation to other records. Information on prior, subsequent, or similar records.  (Condition of record if not cool. Relation to other records. Information on prior, subsequent, or similar records.  (Condition of record if not cool. Relation to other records. Information on prior, subsequent, or similar records.  (Condition of record if not cool. Relation to other records. Infor	6.	6. Contents-continued ment; number in for	nily o	forigin	nal grant
religion, date issued, date effective, remarks respecting changes in family status, approvals of investigator and director; initials of officer in Financial Division; (Cont. online 12)  7. Arrangement Numerically—by what Numerically—by what Alphabetically—by what it Alphabetically—by what it Alphabetically—by what?  8. Indexing No (Gelf-contained-describe what it shows If separate, All out a form for it, and piace cross reference here to that form by title and identification number)  9. Writing Handwritten an printed forms (Gelf-contained describe what it shows If separate, All out a form for it, and piace cross reference here to that form by title and identification number)  9. Writing Handwritten. Blandwritten printed form, Blandwritten printed form, Typed printed lead.  Printed. Protestat. Other. Give monthly and years covered by each kind of writing)  10. Size of drawer b'449/172" Average 725 per drawer.  (Of vecord or container. Height, width, thickness or depth. Average number of documents)  11. Location by dates and quantities 1938 to date, 11 drawers on west wall in room \$\frac{2}{2}\$ 15.  12. Other information Recertal and containers in excellent condition, on floor)  13. Continued from line — assert ptions of old grant Wheater record is known to have been kept earlier than dates shown in form 2)  14. Continued from line — assert ptions of old grant continued from line have been kept earlier than dates shown in form 2)  15. Continued from line have been kept earlier than dates shown in form 2)  16. Apple Apc 3400-4099 Apc 5800-6799  17. Apc 3800-1699 Apc 4700-5299 Apc 6800-7999  18. (For use in Florida.) Early imprints (Author) (Publisher)					
changes in family status; approvals of investigator and director; initials of officer in Financial Division; (Cont. online 12)  7. Arrangement Numerically by Central Payroll Burgau numbers.  (Chronologically—by what? Numerically—by what? Alphabetically—by what? Alphabet					
director; initials of officer in Financial Division; (cont online 12)  7. Arrangement Numerically by Central Payroll Bureau numbers.  (Chronologically—by what? Numerically—by what? Alphabetically—by what?  8. Indexing  (Soft-ontained—describe what it shows. It separate, fill out a form for it, and place cross reference here to that form by title and identification number?)  9. Writing Handwritten. Randwritten printed form. Mandwritten printed head. Typed. Typed printed form. Typed printed head.  Printed. Photostat. Other. Give months and years covered by each kind of writing.)  10. Size of drawer by Y.Y. 97.77."  Average 725 per drawer.  (Of record or container. Reight, width, thickness or depth. Average number of mean decomments)  11. Location by dates and quantities 1938 to date. 11 drawers on west wall in room 215.  12. Other information Pecards and containers in excellent condition.  (Condition of record in act cool. Relation to other records. Information on prior, subsequent. or similar records.  Continued from line — descriptions of old grant and new grant.  Scantinued from line # Property of the property of the printed as follows.  ADC 1-799 ADC 3400-4999 ADC 5500-5799  ADC -800-1699 ADC 4700-5299 ADC 6500-7999  ADC -2600-3399 ADC 5500-5799  18. (For use in Florida.) Early imprints (Author)		changes in family status; appr	ovals o	Finves	tigator and
7. Arrangement Numerically by Central Payroll Burgar numbers.  8. Indexing 6 (Self-contained-describe what it shows if separate, fill out a form for it, and place cross reference here to that form by title and identification number)  9. Writing Handwritten Bundwritten printed form Bundwritten printed head. Typed Typed printed form. Typed printed head.  Printed Photostat. Other. Give months and years covered by such kind of writing)  10. Size of drawer by 43 17 2 mm Average 725 per drawar.  (Or record or container. Neight, width, thickness or depth. Average 725 per drawar.  (Or record or container. Neight, width, thickness or depth. Average number of per drawar.  (Room, vault, Jall-N. E. S. W. section, bin, shelf, cabinet, on floor)  11. Location by dates and quantities 1938 to date 11 drawers on west wall in room 215.  12. Other information Records and containers in excellent condition.  (Condition of record if not smool. Relation to other records. Information on pior, subsequent, or similar records. Continued from line 5 described as follows and new grant.  Continued from line 4 provided as follows ADC 1-799 ADC 3400-499 ADC 5800-6299  ADC 1-799 ADC 3400-4999 ADC 5800-6799  ADC -800-1699 ADC 4700-5299 ADC 6800-7999  ADC -800-1699 ADC 5300-5799  13. (For use in Florida.) Early imprints (Author)					
8. Indexing 10 (Self-contained-describe what it shows. If separate, fill out a form for ft, and place cross reference here to that form by title and identification number)  9. Writing 10 (Bandwritten Mandwritten printed form. Mandwritten printed head. Typed. Typed printed form. Typed printed head. Typed printed head. Typed printed form. Typed printed head. Typed printed form. Typed printed head. Typed. Typed printed form. Typed printed head. Typed printed form. T	7.				
title and identification number)  9. Writing Handwritten Printed form Handwritten printed form S. (Handwritten Printed form Handwritten printed form Typed Printed Fo		8. Indexing //o			
9. Writing Handwritten Bu Printed Forms.  (Bandwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.  Printed. Photostat. Other. Give months and years covered by each kind of writing?  10. Size of drawer b'492172" Average 725 per drawer.  (Of record or container. Height, width, thickness or depth. Average number of bedouments)  11. Location by dates and quantities 1938 to date 11 drawers on west wall in room 215.  12. Other information Records and containers in excellent condition.  (Room, vault, Vall—N. E. S. W., section, bin, shelf, cabinet, on floor)  Whether record is known to have been kept earlier than dates shown in item 2)  and new grant.  continued from line + Prowers lobeled as follows  ADC 1-799 ADC 3400-4099 ADC 5800-6299  ADC -800-1699 ADC 4100-4699 ADC 5800-6799  ADC -2600-3399 ADC 5300-5799  ADC -2600-3399 ADC 5300-5799  13. (For use in Florida.) Early imprints  (Author) (Publisher)		· ·	rm for it, and p	lace cross refer	ence here to that form by
Printed. Photostat. Other. Give months and years covered by each kind of writing)  10. Size of drawer b'449x17''' Average 725 per drawer.  (Of record or container. Height, width, thickness or depth. Average number of months documents)  11. Location by dates and quantities 1938 to date. 11 drawers on west wall in room 215.  12. Other information Pecords and containers in excellent condition.  (Continued from line based accounts in excellent condition.)  (Continued from line based accounts in the prince of a line grant whether record is known to have been kept earlier than dates shown in item 2)  and new grant.  Location by dates and quantities 1938 to date. 11 drawers on west wall (Room. vault, vall—N. E. S. W., section, bin, shelf, cabinet, on floor)  (Continued from line based and containers in excellent condition.)  (Continued from line based and containers in excellent condition.)  Continued from line and prince and pr	9.		ed for	71 S.	
10. Size of drawer by 217"  Average 725 per drawer.  (Of record or container. Height, width, thickness or depth. Average number of second documents)  11. Location by dates and quantities 1938 to date, 11 drawers on west wall  (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  12. Other information Records and containers in excellent condition.  (Condition of record in not rood. Relation to other records. Information on prior, subsequent, or similar records.  Continued from line descriptions of old grant  Whether record is known to have been kept earlier than dates shown in item 2)  and new grant.  Continued from line + Drawers labeled as follows  ADC 1-799 ADC 3400-4099 ADC 5800-6299  ADC -800-1699 ADC 4700-4699 ADC 6800-7999  ADC -1700-2599 ADC 4700-5299 ADC 6800-7999  ADC -2600-3399 ADC 5300-5799  13. (For use in Florida.) Early imprints  (Author) (Publisher)		(Handwritten. Handwritten printed form. Handwritten printed	head. Typed.	Typed printed	form. Typed printed head.
11. Location by dates and quantities 1938 to date, 11 drawers on west wall in room 215.  12. Other information Records and containers in excellent condition.  (Condition of record if not rood. Relation to other records. Information on prior, subsequent, or similar records.  Continued from line 6————————————————————————————————————	. 10.			25 per	drawer.
12. Other information Records and containers in excellent condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  Continued from line b descriptions of old grant  Whether record is known to have been kept earlier than dates shown in item 2)  and new grant.  Continued from line + Drawers labeled as follows:  AD.C. 1-799  ADC 3400-4099  ADC 5800-6299  ADC -800-1699  ADC 4100-4699  ADC 6300-6799  ADC -2600-3399  ADC 5300-5799  13. (For use in Florida.) Early imprints  (Author) (Publisher)	-0.	(Of record or container. Height, width, thickness or depth.	Average numbe	r of poor	ocuments)
12. Other information Records and containers in excellent condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  Continued from line b descriptions of old grant  Whether record is known to have been kept earlier than dates shown in item 2)  and new grant.  Continued from line + Drawers labeled as follows:  AD.C. 1-799  ADC 3400-4099  ADC 5800-6299  ADC -800-1699  ADC 4100-4699  ADC 6300-6799  ADC -2600-3399  ADC 5300-5799  13. (For use in Florida.) Early imprints  (Author) (Publisher)			·		
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  Continued from line 6 descriptions of old grant  Whether record is known to have been kept earlier than dates shown in item 2)  and new grant.  Continued from line 4 Prowers labeled as follows  AD.C. 1-799 ADC 3400-4099 ADC 5800-6299  ADC-800-1699 ADC 4100-4699 ADC 6300-6799  ADC-1700-2599 ADC 4700-5299 ADC 6800-7999  ADC-2600-3399 ADC 5300-5799  13. (For use in Florida.) Early imprints  (Author) (Publisher)	11.	11. Location by dates and quantities 1938 to date, 11 (Room. vault, wall—)	drawe	VS ON L	uest well abinet, on floor)
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  Continued from line 6 descriptions of old grant  Whether record is known to have been kept earlier than dates shown in item 2)  and new grant.  continued from line 4 Drowers Idbeled as follows  ADC 1-799 ADC 3400-4099 ADC 5800-6299  ADC -800-1699 ADC 4100-4699 ADC 6800-6799  ADC -1700-2599 ADC 4700-5299 ADC 6800-7999  ADC -2600-3399 ADC 5300-5799  13. (For use in Florida.) Early imprints  (Author) (Publisher)	12.	12. Other information Records and containers in	1 excelle	nt cone	dition.
whether record is known to have been kept earlier than dates shown in item 2)  and new grant.  continued from line +		continued from line 6- descri			
Continued from line + Drowers labeled as follows  AD.C. 1-799  ADC 3400-4099  ADC 5800-6299  ADC -800-1699  ADC -1700-2599  ADC 4700-5299  ADC 5300-5799  13. (For use in Florida.) Early imprints  (Author) (Publisher)		Whether record is known to have been kept earlier than dates shown in item 2)			
ADC 1-799 ADC 3400-4099 ADC 5800-6299  ADC-800-1699 ADC 4100-4699 ADC 6300-6799  ADC-1700-2599 ADC 4700-5299 ADC 6800-7999  ADC-2600-3399 ADC 5300-5799  13. (For use in Florida.) Early imprints  (Author) (Publisher)		continued from line + Drower	's label	ed as fi	ollows
ADC - 800-1699 ADC 4100-4699 ADC 6300-6799  ADC - 1700-2599 ADC 4700-5299 ADC 6800-7999  ADC - 2600-3399 ADC 5300-5799  13. (For use in Florida.) Early imprints  (Author) (Publisher)					
ADC-2600-3399 ADC 5300- 5799  13. (For use in Florida.) Early imprints (Author) (Publisher)				•	
ADC-2600-3399 ADC 5300- 5799  13. (For use in Florida.) Early imprints (Author) (Publisher)		ADC-1700-2599 ADC 4700-5299	ADC	6800-	7999
13. (For use in Florida.) Early imprints(Author) (Publisher)		•	<del>-</del>		
(Author) (Publisher)	13.	3. (For use in Florida.) Early imprints			
(P)		(Author)			(Publisher)
(Place of publication)  U. S. GOVERNMENT PRINTING OFFICE 0 16—6419		(Place of publication)	•	Date of publicat	tion)



KOVAKA-NIEDENTOHLO, 4-14-39 (Form Identification number)

# WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

#### VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND.	
Deale -	
Name of agency or office DEPARTMENT OF PUBLIC WELFARE -FINANCIAL	DIV
(Office of custody) (Office which made the record, if different)	
Address of office of custody #327 ST. PAUL PLACE. (Name of building, room number, street address)	
(Name of building, room number, street address)	
1. Title (AID TO DEPENDENT CHILDREN PAYFOLL (Give present full title in quotes: assigned title, If any, In brackets. If record has had other titles, list them with dates or quantit	ies
PECORD)	
2. Dates. 1936 — - ·	
(Earliest and latest dates; missing dates. Show exact date of breaks)	
3. Quantity 4, STEELFILE DRAWERS; file drawers; file boxes; bundles; other)	
4. Labeling FOR LABELING SEE TEM 2.  (Explain fully; years: numbers; letters; number of records so labeled)	
5. Discontinued and missing records //ONE.	
(If record discontinued, give reason and state whether same information shown in anothe	r
record. Explain why records are missing, if possible)	
0/-0/00/00	
6. Contents CONTAINS AID TO DEPTIVE AT CHILDREN RECOR	D.
CARDS, THE SE CARDS ARE USED FOR PURPOSE OF CHIE their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered	
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached	ed)
CHANGE OF ADDRESS, DATES EFFECTIVE AND NEW	
AMOUNTS. THE CARD SHOWS CATEGORY OF RELIE	E
CENTRAL PAY ROLL NUMBER, DEPARTMENT OF PU	13-
LIC WELFARE NUMBER, NAME AND ADDRESS OF	
CLIENT ENTRYDATE ORIGINAL SEMI-MOINTHLY	

(See reverse side)

16-6419

WPA Form 12-13HR-Revised

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		,,	- A.D.	CL-R.	
1, 0					
1,0	//	11	- A.D.	C F-K.	
	PRAMERE	•	•	C A-E.	
	TINUED F	ROMITE	n#4.)	The state of the s	I CCU.
Other inf				<u> SEQUIPMENT</u> cormation on prior, subsequent, or sim	
	·				
ROO	m#215. (	A.D.C. CL	ERK'S DE	SK).	
Location	by dates and quanti	ties ON TOP	OF DE SK., vault, wall—N. E. S. W	INCENTER OF., section, bin, shelf, cabinet, on floor)	a
	·			·	
PER:	ORAWER	OR APPRO	x.18,400	CAROSINAL	<u>د</u>
Size OF	FILE DRA (Of record or con	tainer. Height, width, thi	ckness or depth. Average	pumber of pages or documents)	OC
	hotostat. Other. Give mont			·	
MIIIIIR	(Handwritten. Handw	ritten printed form. Hand	written printed head. T	pped. Typed printed form. Typed pr	inted he
•	entification number) <i>TYPED ON</i>	PRINTED	CADNE		
	(Self-contained—describe	wnat it snows. If separat	e, nil out a form for it,	and place cross reference here to th	at form
	MOME			and place cross reference here to th	
Arrangen	nent ALPHA.	BY NAINE (Chronologically—by what	OF CLIE Numerically—by what?	NT, Alphabetically—by what?)	
	- <del>,</del>			·	
	·	·			
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		·			

(Form Identification number)

# WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937

HE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Cou	Baltimore City state Maryland
Nan	ne of agency or office Department of Public Welfore - Financial Division  (Office of custody) (Office which made the record, if different)
IVAI	(Office of custody) (Office which made the record, if different)
Add	ress of office of custody 327 St. Paul Place.  (Name of building, room number, street address)
	(Name of building, footh fullicer, street address)
1.	Title Aid To Dependent Children Entry Tichets - Change (Give present full title in quotes; assigned title, if any, in prackets. If record had had other titles, list them with dates or quantities
-	(Give present full title in quotes: assigned title, if any, in brackets. If record hal had other titles, list them with dates or quantities  Tickets – Cut Off Tickets
0	Dates. 1936
	(Earliest and latest dates: missing dates. Show exact date of breaks)
3.	Quantity 11 Steel file drawers
	(Number of volumes; file drawers; file boxes; bundles; other)
4.	Labeling See line 12 for list of drowers as labeled.  (Explain fully; years; numbers; letters; number of records so labeled)
5	Discontinued and missing records None
٠.	(If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
6.	Contents Capies of entry tickets change tickets and (Pulpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
	their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
	against grant authorizations, errors then filed for
	future reference; entry ticket shows Central Payroll
	Bureau number, Department of Public Welfare number,
	name and address of relief client, amounts of semi-monthly
	grant from state and city; number in family group
WPA	Form 12-13HR—Revised (See reverse side) 16-6419

					grant, amount of
	monthly go	cont, re	ice, do	te effect	ive remorks respectin
	· · · · · · · · · · · · · · · · · · ·				vonce; date approved
	•				Department of Public
					cau verification; cont. on
7.	Arrangement Al	sh. by	nomes	of relie	f clients. at? Alphabetically—by what?)
	Indexing No		onologically—by wha	t? Numerically—by wh	at? Alphabetically—by what?)
0.	(Self-containe	d—describe what	it shows. If separa	ate, fill out a form for	it, and place cross reference here to that form by
•	title and identification num	iber)	·		
9.	Writing Type	d and en. Handwritten	hand L	Oritten orinted head.	on printed forms.  Typed Typed printed form. Typed printed head.
	Printed. Photostat. Other		· .	·	· ·
10.	size of drawe	r 61/4"X	91172"	Average	e 4500 Tickets per drawe
	(Of	record or containe	r. Height, width, th	nickness or depth. Avera	ige number of pages or documents)
					<del>-</del>
11.	Location by dates an				
11.	on west wa	U in r	eem#215	om. vault, wall—N. E. S.	w., section, bin, shelf, cabinet, on floor)
11.	on west wa	U in r	oom [#] 215	m. vault, wall—N. E. S.	W., section, bin, shelf, cabinet, on floor)
	on west wa	ll in r	00m#215		
	On west wa	Records (Condition of rec	and con	tainers in lation to other records.	excellent condition.  Information on prior, subsequent, or similar records.
12.	On west wa	Records Condition of records	and con	tainers in lation to other records.  Drawers	excellent condition.
12. (	On west wall Other information Continued from	Records (Condition of records) have been kept e	and concord if not good. Respectively arlier than dates shown A-Br	tainers in lation to other records.  Drawers	excellent condition.  Information on prior, subsequent, or similar records.
12. (	On west was Other information Continued from Whether record is known to Aid To Dependen	Records (Condition of records) have been kept end thildren	and concord if not good. Relative than dates shown A-Br Bu-Cr	tainers in lation to other records.  Drawers	excellent condition.  Information on prior, subsequent, or similar records.
12. (	On west wa  Other information  Continued from Whether record is known to Aid To Dependen	Records (Condition of records) have been kept e	and con cord if not good. Re arlier than dates sho A-Br Bu-Cr D-Fr 6-Har	tainers in lation to other records.  Drawers	excellent condition.  Information on prior, subsequent, or similar records.
12. (	On west was Other information Continued from Whether record is known to Aid To Dependen	Records (Condition of records) have been kept end Children	and concord if not good. Respectively.  A-Br Bu-Cr D-Fr G-Har He-Jo	tainers in lation to other records.  Drawers	excellent condition.  Information on prior, subsequent, or similar records.
12. (	On west was Other information Continued from Whether record is known to Aid To Dependen	Records (Condition of records) (Condition of	and con cord if not good. Re arlier than dates sho A-Br Bu-Cr D-Fr 6-Har	tainers in lation to other records.  Drawers	excellent condition.  Information on prior, subsequent, or similar records.
12. (	On west wa  Other information  Continued from Whether record is known to Aid To Dependen	Records (Condition of records) have been kept end Children	and con ord if not good. Re arlier than dates sho n A-Br Bu-Cr D-Fr G-Har He-Jo K-Lo Me-Ni O-Ro	tainers in lation to other records.  Drawers	excellent condition.  Information on prior, subsequent, or similar records.
12. (	On west was Other information Continued from Whether record is known to Aid To Dependen """"""""""""""""""""""""""""""""""	Records (Condition of records) (Condition of	and con ord if not good. Re arlier than dates sho n A-Br Bu-Cr D-Fr G-Har He-Jo K-Lo Mc-Ni O-Ro S-Sz	tainers in lation to other records.  Drawers	excellent condition.  Information on prior, subsequent, or similar records.
12.	On west wa  Other information  Continued from Whether record is known to Aid To Dependen	Records (Condition of records) have been kept end Children	and con ord if not good. Re arlier than dates sho n A-Br Bu-Cr D-Fr G-Har He-Jo K-Lo Me-Ni O-Ro	tainers in lation to other records.  Drawers wn in item 2)	excellent condition.  Information on prior, subsequent, or similar records.
112.	On west wa	Records (Condition of records) (Condition of	and con ord if not good. Re arlier than dates sho a A-Br Bu-Cr D-Fr 6-Har He-Jo K-Lo Me-Ni O-Ro S-Sz T-V W-XYZ	tainers in lation to other records.  Drawers wn in item 2)	excellent condition.  Information on prior, subsequent, or similar records.
112.	On west was Other information Continued from Whether record is known to Aid To Dependen """"""""""""""""""""""""""""""""""	Records (Condition of records) (Condition of	and con ord if not good. Re arlier than dates sho a A-Br Bu-Cr D-Fr 6-Har He-Jo K-Lo Me-Ni O-Ro S-Sz T-V W-XYZ	tainers in lation to other records.  Drawers wn in item 2)	excellent condition.  Information on prior, subsequent, or similar records.
112.	On west was  Other information  Continued from Whether record is known to Aid To Dependent  """""""""""""""""""""""""""""""""""	Records (Condition of records) (Condition of	and con ord if not good. Re arlier than dates sho a A-Br Bu-Cr D-Fr 6-Har He-Jo K-Lo Me-Ni O-Ro S-Sz T-V W-XYZ	tainers in lation to other records.  Drawers wn in item 2)	excellent condition.  Information on prior, subsequent, or similar records.  labeled as follows,

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(Aid To Dependent Children Entry Tickets-Change Tickets - Cut-Off Tickets)

Change ticket shows name of investigator; Central Payroll Bureau number, Department of Public Welfare number; amounts of state and city semi-monthly old grant, amount of monthly old grant and total; amounts of state and city semi-monthly new grant, amount of monthly new grant and total; name and address of client, former address, race number of persons in family group during original grant and at present; date effective; remarks respecting requirements in accordance with Welfore Department for payroll purposes; date approved and signature of Director of the Department of Public Welfore; dote of Central Payroll Bureau Verification; cut-off ticket shows case worker number and name; name and address of relief client; Central Payroll Bureau number, Department of Public Welfare number; per annum allowance, semi-monthly rate, inclusive date, race, date issued; remarks relate reasons for discontinuing allowonce; number in family; date approved and signature of Director of the Department of Public Welfare; date of Central Payroll Bureau verification.

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#### DEPARTMENT OF PUBLIC WELFARE

# Aid to Dependent Children Allowance ENTRY TICKET

CENTRAL PAYROLL BUREAU: The person herein indicated has met the requeshildren allowance which is hereby certified correct for payroll purposes until fur	
C. P. B. NoNAME	REMARKS:
D. P. W. NoADDRESS	
SEMI-MONTHLY GRANTSTATE \$CITY \$	
FAMILY GROUPTOTAL \$	APPROVED:
MONTHLY GRANT\$	11
RACE	(Director Department of Public Welfare)
DATE EFFECTIVE	Central Payroll Bureau Verification
NOTE: This entry ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll	

	 -	-	0		ľ

DEPARTMENT OF PUBLIC WELFARE

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### Aid to Dependent Children Allowance CHANGE TICKET

CENTRAL PAYROLL BUREAU: The aid to dependent children allowance for the person herein indicated has been changed in accordance with the requirements of this department and is hereby certified correct for payroll purposes until further notice.

		OLD GRANT		NEW GRANT			
	SEMI-MONTHLY		SEMI-MONTHLY				
C. P. B. No	STATE \$	CITY \$	STATE \$	CITY \$			
	MONTHLY		MONTHLY	•			
D. P. W. No	<b>4</b>	TOTAL \$	<u> </u>	TOTAL \$			
NAME			REMARKS:				
NEW ADDRESS	································						
FORMER ADDRESS							
			APPROVED:				
RACE	Family Group	p: Fromto		19			
	•		<b>"</b>	•			
DATE EFFECTIVE				The state of the s			
NOTE: This change ticket	t is to be promptly	art-   (Director	Department of Public Welfare) Payroll Bureau Verification				
ment of Public W Bureau, and the de	Velfare. The origin uplicate retained for	executed in duplicate by the Depa al forwarded to the Central Pays record and file.	roll	Luyton Bureau danidada			

Case Worker No. .....Name

DEPARTMENT OF PUBLIC WELFARE

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### Aid to Dependent Children Allowance CUT-OFF TICKET

CENTRAL PAYROLL BUREAU: The aid to dependent accordance with the records of this department.	children	allowance	for th	e person	herein	indicated	has been	discontinued	in
NAME	С. Р. В.	No	Н	REMARI HOW SI		TED }			

ADDRESS	
PER ANNUM ALLOWANCE\$	
SEMI-MONTHLY RATE\$	NO. IN FAMILYAPPROVED:
INCLUSIVE DATE	
RACE	(Director Department of Public Welfare)
DATE ISSUED	Central Payroll Bureau Verification

NOTE: This cut-off ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll Bureau, and the duplicate retained for record and file.

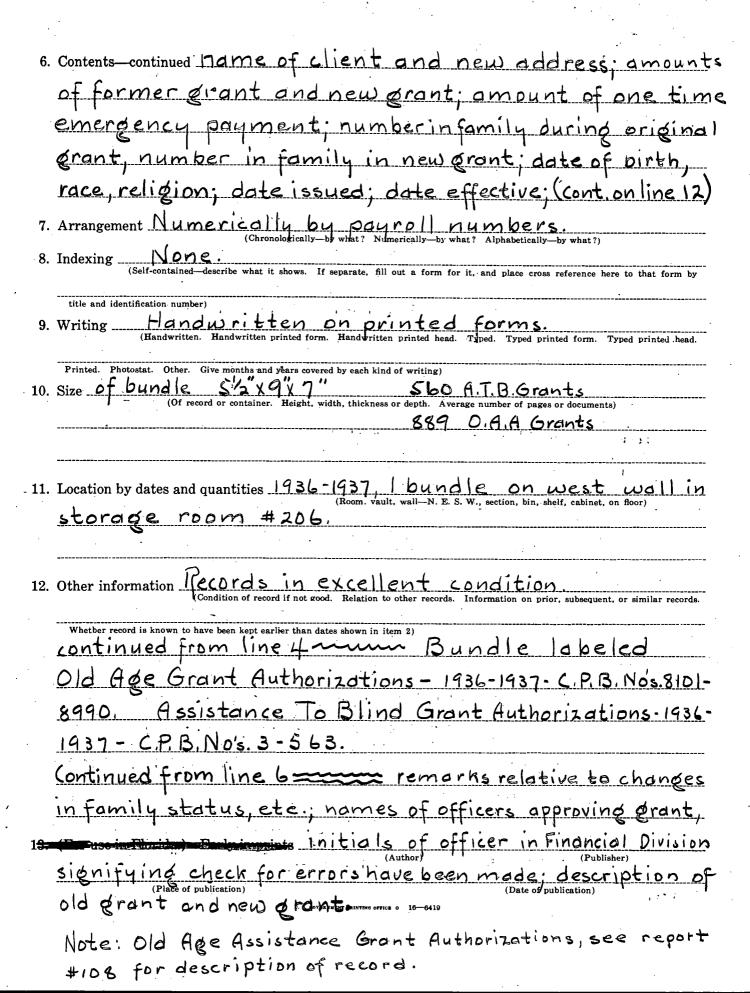
Kova	Ko	-N-	ied	en-	toh	L
	(We	rker's	full nan	ne)		

(Form identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

R II.
County Baltimore City State Maryland
Name of agency or office Department of Public Welfare-Financial Division.  (Office of custody) (Office which made the record, if different)
Office on custody) (Office which made the record, if different),
Address of office of custody 327 St. Paul Place.  (Name of building, room number, street address)
1. Title (Assistance To Blind Grant Authorization  (Give present full title in guotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
Tickets - Old Age Grant Authorization Tickets)
2. Dates. 1936-1937
(Earliest and latest dates: missing dates. Show exact date of breaks)
3. Quantity 1 Bundle
(Number of volumes; nie drawers; nie boxes; bundles; other)
4. Labeling See line 12 for abelino.  (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
record. Explain why records are missing, if possible)
6. Contents Assistance To Blind Grant Authorizations are packed (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
in same bundle containing old fige Assistance Grant their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
Authorizations (refer to Report labeled # 108); records
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
are kept for future reference purposes; Assistance To Blind
Grant Authorization Tichet shows payroll number; welfare
number; category of relief; check mork in squares
provided opposite Entry, Change, Emergency, Fuel, Ice,
Cut-Off; name of client and former address, also
WPA Form 12-13HR—Revised (See reverse side) 16-6419



			_	-		T									
DPW 10-J-4	GRANT AUTHORIZATION  GRANT AUTHORIZATION  GRANT AUTHORIZATION														
GRANI	AUI	TO	RIZA	110	<b>V</b>			<u> </u>		\/\L	TATIC	) C C			dello
PAYROLL NO.		` <u> </u>	WELF	ARE	10.			Α	SSIS	TAI	NCE TO	TH	IE BL	IND	
ENTR	RY	CHAI	NGE		EMERGE	NCY			FUEL		ICE		CUT OF	F	
NAME (PRINT)							то	(PF	ME RINT)						
ADDRESS (PRINT)							'	AD	DRESS RINT)						
	SEMI	-MONT	ILY GRAN	Т			1				SEMI-MONT				
STATE	CITY	Υ	тот	AL	MONT	HLY	∄тс		STATE		CITY		TOTAL	MONT	THLY
\$	\$		\$		\$			s s			i	\$		\$	
ONE TIME	EMERG	ENCY	PAYM	ENT	\$	_					01	D			
NUMBER IN FAMILY		тс	NUMBE												
DATE OF BIRTH	·	<b>.</b>	RACE		RELIGIO	N					,		•		
DATE			DATE	IVE }			-					•			
REMARKS:					<del></del>	-	_								·
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					1			•			NE	w ·			
										,	t.				
DELIVER CHECK								•		•					
APPROVED:		7	•	FIELD S	UPERVISOR	1									
		1				FIN. D	ıv.						•		
	INVESTIGATO	DR					- 1								
	,	.													
	SUPERVISO	OR		ASST	. DIRECTOR	INITIA	LS							MDB	12740

Kovaka	- 1	ied	ento	hl
	Jankan'n f			

4-27-39

117-B

(Form identification number)

# WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

Cour	Baltimore City State Maryland
Nam	e of agency or office Department of Public Welfare-Financial Division.
	ress of office of custody 327 St. Paul Place, - (Pobm 215)
Adai	(Name of building, room number, street address)
1. 7	ritle (Assistance To Blind Grant Authorization
	(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities  Tickets  or both)
2 1	Dates 1938 ·
•	Quantity 1 Steel file drawer
	Labeling Drawer deled Memos A-Z"
4. J	(Explain fully; years; numbers; letters; number of records so labeled)
5. I	Discontinued and missing records None
	(If record discontinued, give reason and state whether same information shown in another
-	record. Explain why records are missing, if possible)
· , -	
6. (	Contents Grant authorization prepared on four copies, sent (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
ŧ	their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
الم	each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached)
Q	F Public Welfare records file, Auditing Dept., one copy retained in
1	this office for future references; show Payroll number; Welfore
	number; check mark in squares provided opposite Entry, Change
	Emergency, Fuel, Ice, Cut-Off; name of client and former
٢	address, also name of client and new address; amounts
TTTT A	Town 19 19119 Parital (Communication)

6.	Contents-continued of former grant and new grant; amount of
	one time emergency payment; number in family during
	original grant, number in family in new grant; date of
	birth; race; religion; date issued; date effective; remark
	relating changes desired; signatures of (cont. on line 12)
7.	Arrangement Numerically by Payroll numbers- (Chronologichlly-by what? Numerically-by what? Alphabetically-by what?)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing)  Size of drawer 6/4x 9 x 18"  (Of record or container. Height, width, thickness or depth. Average number of password documents)
	(Or record or container. Height, width, thickness or depth. Average number of passes documents)
11.	Location by dates and quantities 1938 to date 1 drawer on west wall (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	in poom #215.
19	Other information Records and container in excellent condition
12.	(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)  Continued from line 6 approving officers and
	initials of officer in Financial Division; descriptions
	of old grant and new grant.
	· · · · · · · · · · · · · · · · · · ·
13.	(For use in Florida.) Early imprints(Author) (Publisher)
•	(Place of publication) (Date of publication)

(Date)

(Form identification number)

# WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

		. <b>Δ</b> .Δ	
Some Baltimore Ci	ty s	State Maryland	<u>d</u> . ,
Name of agency or office Depart	ment of Aubli	c Welfare - Fina	ncial Division
•	(Once of custou)	(Office which made the record,	if different)
Address of office of custody 3.2	(Name	of building, room number, street a	ddress)
1. Title Assistance (Give present full title in quoter		Syroll Pecore	d - Cut Offs) less list them with dates or quantities
or both) 2 Dates 1935		· .	
2. Duves	(Earliest and latest dates; miss	sing dates. Show exact date of bre	eaks)
3. Quantity   Steel f	ile drawer		
4. Labeling Drawer 1	obeled "Blin	le drawers; file boxes; bundles; ot	
	K 1	pers; letters; number of records so	labeled)
5. Discontinued and missing reco		d, give reason and state whether	same information shown in another
·			
record. Explain why records are missing	, if possible)		
6. Contents Card record (Purpose and general nat	used in ch		1st orent iry of forms used in making record,
authorizations their headings, etc. If a very general of	respecting	cut-off fro	m assistance,
also used for c each should be given. Unless contents o	hecking w	hen persone by other Form 12-13HR, such for	s are re-assioned ms should be filled out and attached)
same payroll			
category of ass	istonce, Cer	itral Payroll 1	Bureou number,
Department of Pu	blic Welfare	number, non	ne and
address of client,	entry do	te and amo	ount of semi-
monthly grant,	new addres	ses, dotes	effective;
WPA Form 12-13HR-Revised	(See reverse	oida)	16—6419

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Conte	nts—continued <u>OMOU</u> n	t of last d	brant alco	tamped
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Lui	t-Off with dat	<u>e</u> .	· 	
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		·		
	·			
Arran	gement Alph, by na	mes of clie	nts	
Indexi	no None	ally—by what? Numerically—by	what? Alphabetically—by wha	t?)
muchi	ng(Self-contained—describe what it show	s. If separate, fill out a form	for it, and place cross referen	ce here to that form
	nd identification number)			
Writin	g Typed on G	lain and o	n printed a	cards.
	(Handwritten, Handwritten printed	form. Handwritten printed he	ad. Dyped. Typed printed for	m. Typed printed he
Printed	. Photostat. Other. Give months and years	Pt		·
Size _	of drawer 4'45's	xht, width, thickness or depth. A	rox 1600 cards	ments)
			•	
Location	on by dates and quantities 19; center of room #	Room. vault, wall—N. 1	drawer on to	op of desk
Other	information Records an	d container in ot good. Relation to other record	excellent con ds. Information on prior, subse	dition.
Wheth	er record is known to have been kept earlier th	nan dates shown in item 2)	·	<del>-</del>
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			· 	
• <del>·</del> ·		· 	· .	4,
			· -	·
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/Far	se in Florida.) Early imprints			•
(ror u	se in Fiorida.) Early imprints.	(Author)		Publisher)
	· (Place of publication)	·	(Date of publication	
	• • •		, p ====	*

FORM	303	D	P	W
MDR 9	979			

Case Worker No......Name....

#### DEPARTMENT OF PUBLIC WELFARE

118

# ASSISTANCE TO THE BLIND CUT-OFF TICKET

ENTRAL PAYROLL BUREAU: The assistance to the blind allowance for the person herein indicated has been discontinued in accordance with the records of this department.		
C. P. B. NoNAME	REMARKS HOW SEPARATED	
D. P. W. NoADDRESS		
No. IN FAMILY		
SEMI-MONTHLY RATE\$	APPROVED:	
PER ANNUM ALLOWANCE\$	19	
RACE	(Director Department of Public Welfare)	
DATE EFFECTIVE	Central Payroll Bureau Verification	
NOTE: This cut-off ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll Bureau, and the duplicate retained for record and file.		

Kova	Ka-	N	ied	en-	tol	ار	
•	(Worker'						

5-1-39

(Form Identification number)

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WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore	City	State Mar	·yland	
Name of agency or office $D$	epartment of	F Public Welf	1	ision.
Address of office of custody	327 St. F	aul Place.		
· · · · · · · · · · · · · · · · · · ·	1	(Name of building, room no	ımber, street address)	
1. Title Dispe	nsony Vi	sit Slips	; s had other titles, list them with date	
(Give present full title	in quotes : assigned title, if an	ny, in brackets. If record ha	s had other titles, list them with date	s or quantities
or both)  2. Dates. 1936				
·		ates; missing dates. Show ex	tact date of breaks)	·
3. Quantity 2 Bun	des.	olyman, file den worm, file how	oo hundloo othoo	
4. Labeling   Bundle le	obeled Boltim	olumes; file drawers; file box fore Eastern Di ars; numbers; letters; numbers	spensary 1936: Cont	ton line 12
5. Discontinued and missin		None	, 	
	(If record di	scontinued, give reason and	state whether same information show	n in another
record. Explain why records are	e missing, if possible)		··	<del></del>
	treatment	s in the Di	hown. Summary of forms used in m  Spensary olso o types of records contained and dat  En treated by 13HR, such forms should be filled out	tes covered by
Doctor from t	ihe Dispensar	4; preparec	1 by the Disper	isary and
sent to the De	partment of Pi	ublic Welfare	each month; slip	sare
checked agai	nst the ni	imber of p	ersons received	treat-
ments as per	ogreement	between t	he Dispensary a	nd the
Department of	Public Welf	are; the a	greement cover	8
WPA Form 12-13HR—Revised		e reverse side)		16-6419

6.	Contents—continued payment from the Dept. of Public Welfore for
	a certain number of persons treated by the Dispensary; kept
	as an office record also for preparing annual report; visit
	slip to Dispensary shows surname and given name of recipient;
	address; race, sex, name of Dispensary, date of (cont. on line 12
7.	Arrangement Chron, by date of visit  (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	Indexing (Chropologically—by what? INumerically—by what? Alphabetically—by what?)
о.	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Handwritten on orinted forms.  (Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	(Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of bundle 10×10×5"  Average Loop per bundle  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	- 11 - 12 - 12 - 13 - 14 - 14 - 14 - 14 - 14 - 14 - 14
11.	Location by dates and quantities 1936, 2 Bundles on east wall in  (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	storage room #206.
12.	Other information Kecords are in excellent condition.
	(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	continued from line 4   bundle labeled
	Baltimore General Dispensory 1936.
,	continued from line 6 treatment; certification
	of examining physician; out visit slips show surname and
	given name of recipient; address, color, source of
	application, date of visit, number of prescriptions filled and
ا.	(Formsoin-Florida) Early imprints certification of examining physician (Author) (Publisher)
	(Author) (Publisher)
	(Place of publication) (Date of publication)
	U. S. GOYERNMENT PRINTING OFFICE C 16-6419

4-27-39

119-B

(Date)

(Form identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE CITY State MARYLAND.
Name of agency or office DEPARTMENT OF PUBLICIMENTED RE-FINANCIAL DIV.  (Office of custody) (Office which made the record, if different)
Address of office of custody #327 ST PAUL PLAGE.
(Name of building, room number, street address)
1. Title
or both)
2. Dates. 1937-1938.  (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 13, PASTE BOARD BOXES. (Number of volumes; file drawers; file boxes; bundles; other)
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling FOR LABELING SEE ADDENDA. (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTAINS VISITSLIDS TO MEDICAL DISPENSABLES  (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,  AND OUT VISIT SLIPS FROM MEDICAL DISPEMSIONALES  their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
COVERING TREATMENT RECEIVED BY RESIDENTS, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
THE SECLIENTS ARE CERTIFYED BY FYDDINING
PHYSICIANTOBE PROPER PATIENTS HAVING RECEIVED
TREATMENT, AFTERTREATMENT HASBEEN GIVEN
THE SLIP IS MADEOUT AND SENT TO FINANCIAL DIVISION
AND IS KEPT IN OFFICE FOR FUTURE REFERENCE

2. Other information CONDITION (Condition of record if CONTINUED FROM). Whether record is known to have been kept earlier COLOR, SOURCE OF	APPLICATIONS DATE OF VISITS  PERSCRIPTIONS FILLED.
2. Other information CONDITION (Condition of record if CONTINUED FROM). Whether record is known to have been kept earlier COLOR, SOURCE OF	on of Records Relation to other records. Information on prior, subsequent, or similar records.  TEM #6) — PERSON ADDRESS, r than dates shown in item 2)  APPINICATIONS, DATE OF VISITS
2. Other information CONDITION (Condition of record if CONTINUED FROM). Whether record is known to have been kept earlier COLOR, SOURCE OF	on of Records Relation to other records. Information on prior, subsequent, or similar records.  TEM #6) — PERSON ADDRESS, r than dates shown in item 2)  APPINICATIONS, DATE OF VISITS
2. Other information CONDITION (Condition of record if CONTINUED FROM). Whether record is known to have been kept earlier COLOR, SOURCE OF	on of Records Relation to other records. Information on prior, subsequent, or similar records.  TEM #6) — PERSON ADDRESS, r than dates shown in item 2)  APPINICATIONS, DATE OF VISITS
2. Other information CONDITION (Condition of record if CONTINUED FROM). Whether record is known to have been kept earlier COLOR, SOURCE OF	on of Records Relation to other records. Information on prior, subsequent, or similar records.  TEM #6) — PERSON ADDRESS, r than dates shown in item 2)  APPINICATIONS, DATE OF VISITS
Condition CONDITION (Condition of record if  CONTINUED FROM Whether record is known to have been kept earlier  COLOR, SOURCE OF	on of Records Relation to other records. Information on prior, subsequent, or similar records.  TEM #6) — PERSON ADDRESS, r than dates shown in item 2)  APPINICATIONS, DATE OF VISITS
Condition CONDITION (Condition of record if  CONTINUED FROM Whether record is known to have been kept earlier  COLOR, SOURCE OF	on of Records 2 Equipment, Good foot good. Relation to other records. Information on prior, subsequent, or similar records.  TEMP (6) — PERSON ADURESS, r than dates shown in item 2)  APPINEATIONS, DATE OF VISITS
CONTINUED FROM. Whether record is known to have been kept earlier	on of records. Information on prior, subsequent, or similar records.  I F M #6) — PERSON, ADURESS, r than dates shown in item 2)
CONTINUED FROM. Whether record is known to have been kept earlier	on of records. Information on prior, subsequent, or similar records.  I FEM #6).——PERSON, ADURESS, or than dates shown in item 2)
. Other information CONDITIO	ON OF PECARDS & EAUIPINEME COOL  f not good. Relation to other records. Information on prior, subsequent, or similar records.
WASLL UP RECORD	O DIGIER CONT, IL COM ECO.
	(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
APPROX.14,950 S	•
	USO,OUT VISIT SLIPS, PERISOX, ON
	APPROX-1000 DISPENSINE (eight, width, thickness or depth. Average number of pages or documents)
Printed. Photostat. Other. Give months and yea	
	ted form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
title and identification number)	EN ON PRINTED FORMS.
	ows. If separate, fill out a form for it, and place cross reference here to that form by
G. Indexing //ONE.	SYDATE OF WIST.  gically—by what? Numerically—by what? Alphabetically—by what?)
	L GONTINUED TO ITEME
	NAME AND GIVENNAME OF -
	DATE OF TREATMENT. OUT VIS
	HODRESS, RACE AND SEY, NAME OF
	1 J. N. P. C. S. G.
DISPENSARYSLI	EDIN PREPARING ANNUAL REPOR P, SHOWS SURNAME AND GIVEN

## DISPENSARY VISIT S'LIPS-"OUT VISITS"

ABELING-A	S SHOUNN B.	ELOW.)	ADDENDA.
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LOUX LAISELED	Y es	•	PENSARY SLIPS 19
BOX LABELED -	A.C.		
	("MARCH!	937 TO JULY	1937,"
T, BOY LABELEO	- BALTO.G	ENERAL."	
	•	7 TO DEC. 1937	
1, BOX LABELED -	<b></b>		ERALDISPENSARY
1 Days 1		38 BOX#1."	
L,BOXLABELED =	<i>10</i> ,		IERAL DISPENSAR
	£.,	BOX#2."	ERBLDISPENSARY
1,BOXLABELED	SLIPS 193	•	THE WISHELY SHIELY
1,BOYLABELED -	("D.P.W.FINAN	CIALDIY BALTO	D.EASTERN"
	("DISPENSAR	zy SLIPS-193	27.33
1,BOX LABELED	(1		1937-JUNE 1937
LBOX LABELED.		•	11
1,BOXLABELED. 1,BOXLABELED.			14
1, BOX LABELED -	SLIPS 193		DETA DISCUSSION OF
LBOXLABELED -		-	ERNDISPENSARY"
	(SLIPS 1938	8 Box#2"	
BOY LABELED -	27 / T		ERN DISPENSARY
	(SLIPS 193	8 Box #3.	

Kova	ka-1	Vied	enta	shl
	(W	orker's fi	ull name)	

5-3-39

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

<del>-Coun</del> t	y Baltimore City State Moryland
Name	of agency or office Department of Public Welfare - Financial Division.  (Office of custody) (Office which made the record, if different)
	ss of office of custody 327 St. Paul Place.
Addre	(Name of building, room number, street address)
1. Ti	tle Purchase Orders and Emergency Cash (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	Payrolls." (Purchase Orders)
	ates. 1938
Z. D	(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Q	uantity 1 Card board box.
	(Number of volumes; file drawers; file boxes; bundles; other)
4. La	abeling Box labeled Purchase Orders and Emergency Cash Payrolls - 1938." (Explain fully; years; numbers; letters; number of records so labeled)
	iscontinued and missing records None.
	(If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
	record. Explain why records are missing, if possible)
-;	
6. Co	ontents Purchase Orders filed in front of box containing
E	(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, mergency (ash Payrolls kept as an office record of their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
<u> </u>	urchases made of household necessities clothing fuel
	tc., for relief clients, show name and address of vendor,
d	ate of purchase order, name of place where delivery is to
b	e made; date delivery promised; purchase order number;
de	epartment number; requisition number; comptrollers symbol
<u>C</u>	ost account numbers; work order number; quantity, unit
WPA F	orm 12–13HR—Revised (See,reverse side) 16–6419

6.	Contents continued and description of articles; price per unit;
	bottom of sheet shows date and quantity of material
	received; description of articles, date receiving notice for-
	warded; remarks relating the condition of material when
	received.
7.	Arrangement Chron, by dates of Purchase Orders.
	(Chronologically—by what? Numerically—by what? Alphabetically—by what?)  Indexing
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Typed on printed forms.  (Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF OOX 11 X 12 X 2 4"  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
,	
11.	Location by dates and quantities 1938, 1 box on east wall in storage
11.	Location by dates and quantities 1938, 1 box on east wall in storage (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
11.	Location by dates and quantities 1938, 1 box. on east wall in storage (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	room #206.
	Other information Records and container in bood condition.
	Other information Records and container in bond condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Other information Records and container in bond condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Other information Records and container in bond condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Other information Records and container in bond condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Other information Records and container in bond condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Other information Records and container in bond condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
12.	Other information Records and container in food condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)  Whether record is known to have been kept earlier than dates shown in item 2)
12.	Other information Records and container in bond condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Kovaka-N	iedentoh 1
(Worker	's full name)

5-4-39

(Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

-Gounty Baltimore City State Maryland
Name of agency or office Department of Public Welfare-Financial Division.  (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place (Room 206) (Name of building, room number, street address)
(Name of building, room number, street address)
1. Title Purchase Orders and Emergency Cash Payrolls'  (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
CEmergency Cash Payrolls)
2. Dates 1938
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 Card board box (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Box labeled Purchase Orders and Emergency Cash Payrolls 1938  (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Emergency Cash Payrolls filed in same bax  (Purpose and eneral nature of record. Principal items of information shown. Summary of forms used in making record,  containing Purchase Orders: Kept as an office record their headings, etc. If a gery general or miscellaneous record, detailed information as to types of records contained and dates covered by
of petty cash emergency relief expenditures; the each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached)
envelopes marked, showing inclusive dates of
payroll, category of relief and amounts of payrolls,
also total amount for period; consists of paid
emergency cash vouchers, records of requests for
emergency ollowances, copies of vouchers for
WPA Form 12-13HR.—Revised (See reverse side) . 16-6419

	· .	have been kept earlier than da	od. Relation to other records. Info	rmation of prior, subsequent, or similar reco
	Whether record is known to	have been kept earlier than da	od. Relation to other records. Info	rmation of prior, subsequent, or similar reco
12.	· .	(Condition of record if not goo	od. Relation to other records. Info	in good conditions mation of prior, subsequent, or similar reco
12.	· .	(Condition of record if not goo	od. Relation to other records. Info	in good condition
12.	· .	(Condition of record if not goo	od. Relation to other records. Info	rmation of prior, subsequent, or similar reco
12.	· .	(Condition of record if not goo	od. Relation to other records. Info	in good condition
12.	· .	(Condition of record if not goo	od. Relation to other records. Info	in good condition mation of prior, subsequent, or similar reco
12.	· .	(Condition of record if not goo	od. Relation to other records. Info	in good condition
12.	Other information	Pecords and	d containers  d. Relation to other records. Info	in good condition
		<b>D</b> . a. a. l	······································	
	100m #20t			
11.	Location by dates and	d quantities 1938	Boom vall well NESW	section, bin, shelf, cabinet, on floor)
	<b></b>			
	(Of r	ecord or container. Height, w	vidth, thickness or depth. Average n	umber of pages or documents)
10.	Printed. Photostat. Other. Size Of box	Give months and years cover	red by each kind of writing)	SL envelopes. umber of pages or documents)
	Written on Printed. Photostat. Other.	ruled pape	n. Handwritten printed head! Typ	ed. Typed printed form. Typed printed he
9.	Writing Type		ed forms and pla	m paperalso hand- ed. Typed printed form. Typed printed he
		·		and place cross reference here to that form
<b>8.</b>	Indexing Nov	ne		and place cross reference here to that form
7.	'Arrangement Chri	on, by dates	of payroll per	1008 - under cotegory Alphabetically—by what?)
	checked og	ainst the	payrolls.	
				from vouchers c
				also dodine mac
	Welfare En	nerdency c	ash Poyrolls;	ement of Public

WPA Form 12-13HR-Revised

16--6419

(Form identification number)

#### WORKS PROGRESS ADMINISTRATION

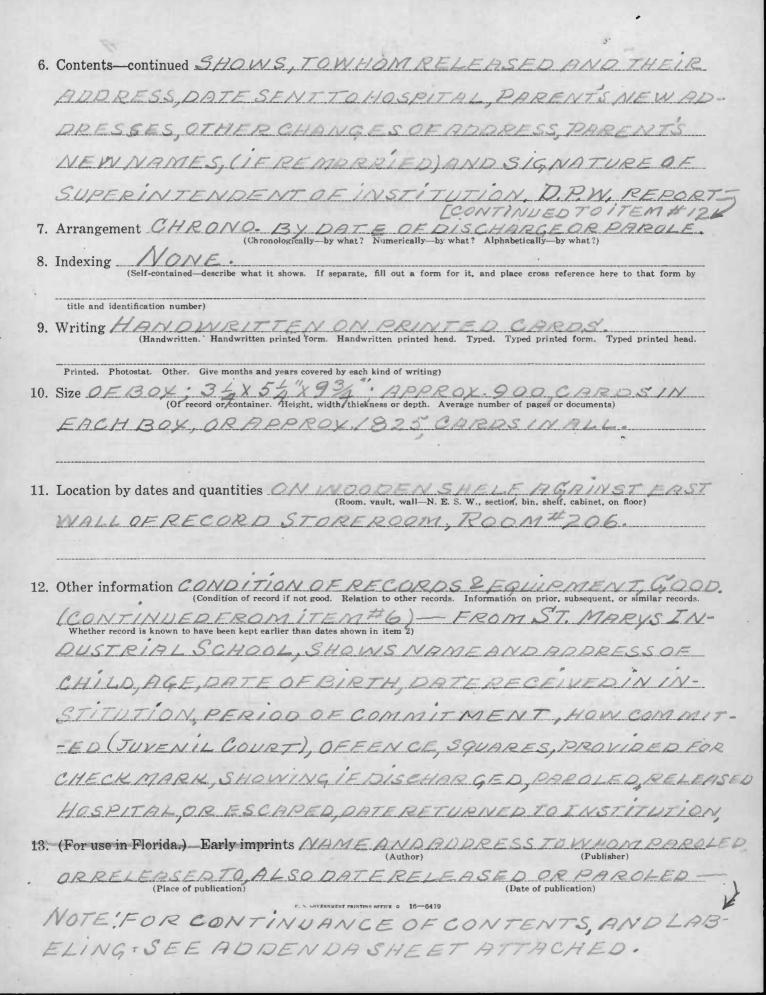
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

#### **VOLUMES AND UNBOUND RECORDS FORM**

BALTIMORE CITY State MARYLAND.
Name of agency or office DEPARTMENT OF PUBLIC MELEARE-FINANCIAL DI  (Office of custody) (Office which made the record, if different)
Address of office of custody #327.ST.PaulPlace.
(Name of building, foom number, street address)
1. Title CARD REPORTS OF JUVE VINILE COURT MINORS.  (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. 1937 (INC.) (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 3, PASTE BOARD BOXES. (Number of volumes: file drawers; file boxes; bundles; other)
4. Labeling FOR LABELING-SEE-ADDENDA SHEET. (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTAINS CARDREPORTS DEMINORS MADERALE (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.  EFFN CONDITIES TO VIRIOUS PEFORINATION DIESON their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
BNDUSTRIAL SCHOOLS AND PREMEDT FOR OFFICE each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
FUTURE REFERENCE PURPOSE. REPORT SHOWS; NAME
OF CHILD, PATE DISCHARGED, TOWNSON DISCHARGED,
ADDRESS, DATE PAROLED, TOWHOM PAROLED, (HISOR
HER) ADDRESS, DATE ESCAPED, DATE OF WRIT OF
HABEAS CORPUS, ON REVERSES IDEOFCARD

(See reverse side)



### "CARD REPORTS OF JUVENILE COURT MINORS"

		•
ONTENTS,17	EMS#6,2#12 CONTINUED)	ADDENO
DAT	E OF HABEAS CORPUS, SQUARES	ARE ALSO
1	MCARD, FOR CHECKMARKSA	
the second secon	TED OR PAROLE VIOLATION, M	·
ž V		1.1
	NCLUSIVE DATES OF EXTEN	DED COM-
MITMENT	en de la composition della com	4
LABE	LING, ITEM#4. AS BELOW.	
	-1937	
	REFORMATORY CARDS.	
	"MARYLAND TRAINING SCHOOL	4
		FOR BOYS.
7, BOX LABELED	HOUSE OF REFORMATION AND	
	CHELTENHAM SCHOOL FOR E	oys"
·	"FINANCIAL DIV."	
TOTAL	D.P.W.	
	<u> </u>	4:
	"REFORMATORY CARDS."	
	"HOUSE OF GOOD SHEPHERD, FOR	•
	HOUSE OF GOOD SHEPHERD, FOR	COLOREDGIRLS
I BOX LABELED -	"FLORENCE CRITTENTON MIS	SION."
	"MARYLAND TRAINING SCHOOL FOR G	R COLORED GIR.
	"MONTROSE SHOOL FOR G	IRLS
	D.P.W.	
	-1937	į.
Charles - June 2 was jump up - Appendix - Land - La	REFORMATORY CARDS.	
	ST MARKE THE	C
1,BOX LABELED	- SINDUSTRIAL	o chool.
	FINANCIAL DIV.	1
	D.P. W.	

KOVAKA-NIEDENTOHL: 5-2-39. #122
(Worker's full name) (Date) (Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

	BALTIMORE CITY State MARYLAMA.
Nai	me of agency or office <u>DEPARTMENT OF PUBLIC WELFARE - FINANCIAL DIVISION</u>
	(Office of custody) (Office which made the record, if different)
Ada	dress of office of custody #327.57 PAUL PLACE.
	(Name of building, room number, street address)
1.	Title O.A.P. SEMI-MONTHLY ALLOWANCE PAYROLLS (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
2.	Dates. OCT. 1 ST. 1937 - DEC 31 ST. 1938 (INCLUSIVE)  (Earliest and latest dates; missing dates. Show exact date of breaks)
3.	Quantity 7, 400SE LEAF BINDERS: (Number of volumes: file drawers; file boxes; bundles: other)
4.	Labeling NOT LABELED SEE ADDENDA FOR LIST OF BINDERS). (Esplain fully; years: numbers; letters; number of records so labeled)
	Discontinued and missing records
٠.	(If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
6.	Contents CONTAINS COPIES OF OLD FIGE PENSION SEMI- (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,  MONTHLY PAYROLL BLOWBINGES, -COPYSENT FROM their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
	D.P.W. AS AN OFFICE RECORD - COPY SHOWS CAT-
	EGORY OF ASSISTANCE, PAYROLL SHEET NUMBER,
	YOUCHERNUMBER, INCLUSIVE DATES OF PAYROLL
	PERIOD, ACCOUNT SYMBOLS, PAYROLL NUMBERS,
	NAMES OF CLIENTS, AMOUNTS OF ALLOWANCES,

6.	Contents—continued AND CHECK NUMBERS, AT BOTTOM OF
	SHEET, RECAPITULATION SHOWS NET AMOUNTS OF
	ADJUSTMENTS AND GROSS AMOUNTS, ALSO AP-
	PROVALS BY CHIEF OFC, P.B. AND AUDITED BYSTATE
	RELIEF AUDITOR ATTACHED TO PAYROLL ISA-
7.	Arrangement CHRONO: By PAYROLL PERIODS.  (Chronologically—by what? Numerically—by what?)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing TYPED ON PRINTED FORMS.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
ιο.	Printed. Photostat. Other. Give months and years covered by each kind of writing)  Size OF VOLUME: 145"X95"X15" APPROX. 400 PAGES  (Of record or container. Reight, width, thickness or depth. Average number of pages or documents)
	IN VOLUME.
l1.	Location by dates and quantities FROM OCT. 1 St 1937-DEC. 31 ST.1938,  (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	ON WOODEN SHELF, AGAINST EAST WALL OF REC-
	ORD STOREROOM, ROOM#206.
12.	Other information CONDITION OF RECORDS & EQUIPMENT, GOOD.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	(CONTINUED FROM OFFM 6) ~ RECAPITULATION SHEET Whether record is known to have been kept earlier than dates shown in item 2)
	GIVING SUMMARY OF RECAPITULATIONS ON BOTTOM OF PAY-
	ROLL SHEETS, RECAPITULATION SHEET SHOWS, PAYROLL
	SHEET NUMBERS, GROSS AMOUNTS, AMOUNTS OF ADTUST-
	MENTS TOTAL AMOUNTS PAYABLE AND SUBTOTALS,
·	ALSO SHOW CERTIFICATIONS RELATING THAT PAYROLD
	ISTRUE AND CORRECT BY SIGNATURES OF DIRECTOR OF
13.	(For use in Florida.) Early imprints D.P. W AND CHIEF OF C.P.B.  (Author) (Publisher)
	NOTE: PAYROLLS ARE ALSO USED FOR AUDITING PURPOSES (Place of publication) (Date of publication)
o'i	TE: O.A.PDENOTES-OLD AGE PENSION.
<b>.</b>	C.P.B CENTRAL PAYROLL BUREAU.

-DEPARTMENT OF PUBLIC WELFARE.

D.P.W. "

### O.A.P. SEMI-MONTHLY ALLOWANCE PAYROLLS.

10	ONTINU	EDFR	OMITE	EM #A)	1		DDENDA
		BIND	ERSA	for LA	RAELEO.		· []
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	1,000	SELE	BEBIN	IDER-	OCT, ISTI	- 937-D	FO EC31-1937
	7, "	"			JAN 187/93		( )
	7, "	- 11		- M	1AR. 151/93	8-APR	12-30-1938
	7, "	11			11925/93		
	2 "	//	<i>''</i>		144,15 TH 193		. 11
	7 "		*,		EPT. 187193	•	11
- 1	1			- 1/0	11 7571020	DEADI	57.1020

#123

Date

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE CITY ST	
Name of agency or office <i>DEPARTMENT OF P</i>	(Office which made the record, if different)
Address of office of custody #327.57.	PAIN PLACE
(Name of	building, room number, street address)
	•
1. Title TIME CARDS OF EMPLOYE.  (Give present full title in quotes: assigned title, if any, in brack  DUTY (D. P. W.)	ESENCACED ON DETACHED  **s. If record has had other titles, list them with dates or quantities
or both)	n
2. Dates. JULY 151.1938 TO DEC. (Earliest and latest dates; missing	g dates. Show exact date of breaks)
T CARABAARA TA	
	drawers; file boxes; bundles: other)
	s; letters; number of records so labeled)
5. Discontinued and missing records	NE
(If record discontinued,	give reason and state whether same information shown in another
record. Explain why records are missing, if possible)	
6. Contents CONTAINS B DAILY TIL	
ON AND OFF JACTUAL DUTY E their headings, etc. If a very general or miscellaneous record, detailed	information as to types of records contained and dates covered by
AS' TO ENTRIES BEING COR. each should be given. Unless contents of these records are described by	RECT DAIF OF PAYROLL other Forms 12-13HR, such forms should be filled out and attached)
PERIOD ENDING, DEPARTA	ENT OR BUREAU, NAME
AND CLASSIFICATION OF EN	PLOYEE TIME ON CARDIS
RECORDED DAILY ANDAT	CLOSE OF PAYROLL.
PERIODINDIVIDUAL CAR	DOSAREDULYSICAED
The state of the s	

6.	. Contents—continued HEAD TO SUA	OPORT ATTE	NDANCERECORD
	ON PAYROLL.	·	·
	NOTE: ON REVERSE 81	DEOFEACH	CARD ISSTAMP.
	ED RECEIVED, D.P.W.	I. JAINTH DATE	FINANCIAL
	DIVISION.		
7.	. Arrangement <i>CHRONO . BYDAT</i> (Chronologically—by wha	F UNDER D	SPEINSARIES. abetically—by what?)
8.	. Indexing (Self-contained—describe what it shows. If separa	ate, fill out a form for it, and p	lace cross reference here to that form by
9.	title and identification number)  Writing HAMDURITTEM OM (Handwritten. Handwritten printed form. Har	DRIMTED CA	Typed printed form. Typed printed head.
		·	
10.	Printed. Photostat. Other. Give months and years covered by e  Size OF CARD BOAN DE OX (  (Of record or container. Height, width, the	each kind of writing)  3 4 354 29  hickness or depth. Average numbe	To f pages or documents)
	CARDSIN BOX.		
		·	
11.	. Location by dates and quantities JULY / S	7/938 TODEC om. vault, wall—N. E. S. W., section	3/ <u>\$7./938:0N WOOD</u> on, bin, shelf, cabinet, on floor)
	EN SHELF, AGAINST EAS	TINALLOFI	PECORD STORE-
	ROOM, ROOM#206.		
12.	Other information CONDITION OF (Condition of record if not good. Re	FRECORDS &	EQUIPINENT GOOD on on prior, subsequent, or similar records.
l	LABELING, ITEM # 4 CON Whether record is known to have been kept earlier than dates sho	TIMMED!	
	Whether record is known to have been kept earlier than dates site	<i> </i>	ANCIAL DIVISION"
	1, CARDBOARD BOX, LAB	ELED DISP	ENSARY TIME CARDS 4-1938 TO DEC 318193
	·	("JULY	1-1938 TO DEC 3181193
	·		·
13.	. (For use in Florida.) Early imprints	(Author)	(Publisher)
-	(Place of publication)	<del></del>	(Date of publication)

#124.

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE CITY State MARYLAND.
Name of agency or office DEPINETIMENT OF PUBLIC VIEL FARE-FINANCIALLY  (Office of custody) (Office which made the record, if different)
Address of office of custody 32757. PAUL PLACE.  (Name of building, room number, street address)
1. Title A.T.B. SEMI-MONTHLY ALLOWANCE PAYROLLS'  (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantitles
or both)  2. Dates. JAN DEC. 1937 (INCLUSIVE)  (Earliest and latest dates; missing dates. Show exact date of breaks)
(Earliest and latest dates; mIssing dates. Show exact date of breaks)  3. Quantity 2, LOOSE LEAE BINDERS.  (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling "A.T.B. JANDEC. 1937;  (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records  (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTAINS COPIES OF ASSISTANCE TO BLIVE (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,  SEMI-MONTHLY PAYROLL ALLOWANCES. + COPYSENT their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
FROM CENTRAL PAYROLL BUREAU TO D. P. W. AND each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  KEPTBYD.P.W.AS AN OFFICE RECORD.—COPY SHOWS
CATEGORY OF ASSISTAINCE, PAYROLL SHEET NUMBER,
VOUCHER NUMBER, INCLUSIVE DATES OF PAYROLL
PERIOD, ACCOUNT SYMBOLS, PAYROLL NUMBERS
NAMES OF CLIENTS, AMOUNTS OF ALLOWANCES,

6.	Contents—continued AND CHECK NUMBERS, AT BOTTOM OF
	SHEET, RECAPITULATION SHOWS NET AMOUNTS
	OF ADJUSTIMENTS AIND GROSS AMOUNTS ALSO
	APPROVALS BY CHIEF OF C.P.B. AND AUDITED BY
	STATE RELIEF AUDITOR PITTACHED TO PAYROLLS
7.	Arrangement CHRONO, BY PAY ROLL PERIODS.  (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing TYPED ON PRINTED FORMS.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF YOLUME: 145" X 95" X 15" APPROX. 400 PACES (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	IN VOLUME.
11.	Location by dates and quantities JAN. DEC. 1937. ON WOODEN SHELE,  (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	AGAINST EAST WALL, OF RECORD STOREROOM,
	ROOM#206.
12.	Other information CONDITION OF RECORDS & EQUIPMENT GOOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	(CONTINUED FROM ITEM #6) ~ SARECAPITULATION Whether record is known to have been kept earlier than dates shown in item 2)
	SHEET GIVING SUMMARY OF RECAPITULATIONS ON
	BOTTOMOF PAYROLLSHEETS, PECAPITULATION SHEET
	SHOVIS, PAYROLL SHEET NUMBERS, GROSS AMOUNTS,
	AMOUNTS OF ADTUSTMENTS, TOTAL AMOUNTS PAY-
	ABLE AND SUB-TOTALS, ALSO SHOW CENTIFICATION
	RELATING THAT PAYROLL IS TRUE AND CORRECT, BY
13.	(For use in Florida.) Early imprints SIGNATURES OF DIRECTOR OF
	DPWAND CHIEF OF CPB, NOTE, PAYROLLS AREALSO USED FOR AUDITUAL PUR POSES, (Date of publication)
<del></del>	USED FOR AUDITING PURPOSES.
	NOTE: A.T.B. DENOTES - ASSISTANCE TO BLIND"
	C.P.B. " - CENTRAL PAYROLL BUREAU.

#125.

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE CITY State MARYLA	NO.
Name of agency or office DEPARTMENT OF PUBLIC WELFARE-  (Office of custody) (Office which made the record, if different street)  (Name of building, room number, street address)	FINANCIAL DIV.
1. Title DAILY RECORD OF DIRECT RELIEF ALLO (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list	them with dates or quantitles
or both)  2. Dates. JAN MAY 1937. (INCLUSIVE)  (Earliest and latest dates; missing dates. Show exact date of breaks)	······································
3. Quantity Z LOOSE LEAF BINDER. (Number of volumes; file drawers; file boxes; bundles; other)	· · · · · · · · · · · · · · · · · · ·
4. Labeling NOTLABELED.  (Explain fully; years; numbers; letters; number of records so labeled)	· ·
5. Discontinued and missing records(If record discontinued, give reason and state whether same inf  record. Explain why records are missing, if possible)	ormation shown in another
6. Contents CONTAINS A DAILY RECORD OF DIRECTOR (Purpose and general nature of record. Principal items of information shown. Summary of for their headings, etc. If a very general or miscellaneous record, detailed information as to types of records con EMERGENCY CHARITIES ASSOCIATION OUR each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should DURATION OF E.C. A. SETUD. FORM SHEE	tained and dates covered by
DATES PAYABLE, NAME OF BANK, INCLUSIV	ECHECK
NUMBERS, NUMBER DE CANCELLED CHECKS A OF VOID CHECKS, NET AMOUNTS PAYABLE, T	
LYINCOMES, TOTAL INEEKLY BUDGETS, TOTA	LAMOUNTS
WPA Form 12-13HR—Revised (See reverse side)	16-6419

	(Place of	publication)	<del></del>	(Date of publication)	
ıυ.	(1 of about 11 toriday)	Light Jumpa III 0	(Author)	(Publisher)	
12			S (Author)	<i></i>	······································
	•	_	•	KEPTBY D.P.	
	ER EMERG	ENCYC	HARITIESA	SSOCIATION RE	LIEE
	NOTE: THE	ABOYE	RECORD DE	LS WITH THE	ORM-
				NHOM POSTED.	
	Whether record is known to	have been kept earlier	than dates shown in item 2)	BY WHOM PREF	
14.				. Information on prior, subsequent, or sin	
19		_			
	ROOM#	•		STOREROOM,	
11.				S. W., section, bin, shelf, cabinet, on floor	
	UME.		······································		- <b></b>
10.	Size OF VOLUZ	viecord of container. H	eight, width, thickness or depth. Ave	OX . 50 PIGES IA	1 201-
٠			rs covered by each kind of writing)		
9.	Writing TYPED (Handwritte	9NO H.	MD WRIP TEN ted form. Handwritten printed head	ON DRIVED FOR	PMS
	title and identification numl	 ber)	·		
8.	Indexing(Self-contained	VE	ows. If separate, fill out a form for	or it, and place cross reference here to t	hat form by
7.	Arrangement CHA	20NO.B	Y 13ATE OF PA gically—by what? Numerically—by v	NENUED TO ITEM '  YEQL:L  what? Alphabetically—by what?)	
	ALLOWAND	CESTOR	PESIDENT FR	MILIES, TOTAL	AMOUN
	TOSINGLE	RESIDEN	IT PERSONS, A	MOUNTS OF REA	IEE
			•	PELIEF ALLOVIE	
				SAND MISCEL	
6.	Contents—continued	FOR FOO	DOSHELTERC	LOTHING FUEL MI	DICAL

KOVAKA-NIEISENFOFILo 5-2-39 #126.
(Worker's full name) (Date) (Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMOR	E City	State MARY	AND.	
ame of agency or office DEPAR	TMENT OF P	y) (Office which made the reco	RE-FINAN (	CIALDIN
ddress of office of custody	#327.S	of building, room number, stree		• <u>-</u>
. Title(Give present full title in quotes:	ZHER T		titles, list them with dat	es or quantities
or both)  Dates. 1936 -193	37. (INCLL	ISIVE).		
. Quantity <i>Z, 4005E L</i>	Earliest and latest dates; mis	sing dates. Show exact date of	breaks)	
. Labeling NOTLAS	) <i></i>			·
. Discontinued and missing record	$ds = \mathcal{N}C$	bers; letters; number of records		wn In another
record. Explain why records are missing, i	if possible)			·
Contents CONTAINS (Purpose and general nature)  THE NUMBER OF			•	
their headings, etc. If a very general or BLSO SHOW OF each should be given. Unless contents of				
PAID YOUCHER				
PAID. THIS REC	CORPIS	KEPTFOR	OFFICE	REF
ERENCE PURP	OSES.			

	Whether record is known to have been kept earlier than dates shown in item 2)
2.	Other information CONDITION OF RECORDS & EQUIPMENT, GOO (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Room, Room#206.
	Location by dates and quantities 1701.1936-1937.(117C.), ON WOODE (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  SHELF, AGAINST EAST WALL OF RECORD STORE
1.	Location by dates and quantities IVOL. 1936-1937. (1/YC.), ON WOODS
	IN VOLUME.
).	Size OF VOLUME: 152"X 24"X 1" APPROX. 150 SHEE  (Of record or contamer. Height, width, thickness or depth. Average number of pages or documents)
	ON PULE OSAIS S.  Printed. Photostat. Other. Give months and years covered by each kind of writing)
).	Writing HANDWRITTEN ON PRINTED HEADS AND (Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	title and identification number)
	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
7.	Arrangement CHRONO, BY DATE OF ENTRY. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	·

KOVAKA - NIEDENTONL: 5-1-39. #127.
(Worker's full name) (Date) (Form Identification number)

### WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

EMBALTIMOR	E CITY State MARYLAND.
Name of agency or office DEPAR	(Office of custody) (Office which made the record, if different)
	#327.ST. PAUL PLACE.
Address of office of custody	(Name of building, room number, street address)
1. Title (JNTERD)	Signed title, if any, in brackets. If record has had other titles, list them with dates or quantitles (CLOSED RECORD).
or both)	
2. Dates JAN, 1936 7	o July 157. 1938  Pliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 6 CARBOA	(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling FOR LABEL	Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records	$Na \cdot iP$
record. Explain why records are missing, if	possible)
FROM FININCIA their headings, etc. If a very general or m	iscellaneous record, detailed information as to types of records contained and dates covered by
	PANCE LAND ON AND PELESSE OF nese records are described by other Forms 12-13HR, such forms should be filled out and attached)
	GES IN ADDRESSES, HOLD CHECK
NOTICESAND	INCORRECT ADDRESSES.THIS
	PT FOR OFFICE FUTURE REFER.
ENCE PURPOS	ES, FORM HEADED, INTERDIV-
ISION CORRES	PONDENCE SHOWS NAMES OF

6.	Contents—continued DEPARTMENTS COMMUNICATING, (I.E.)
	TO CENTRAL PAYROLL BUREAU, FROM FINANCIAL
	DIVISION, SUBTECT, SOCIAL WORKER'S DISTRICT
• .	CATEGORY OF RELIEF, DATE OF CORRESPONDENCE,
	CP.B. NUMBER, D.P.W. NUMBER, NAME AND LEONTINUED TO ITEM#12
7.	Arrangement ALPHA. BY NAME OF CLIENT. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing TYPED ON PRINTED FORM:  (Handwritten Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OFTRANSFER CASE, 62"X9"x24", APPROX 3000  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	LETTERS PER CASE, OR APPROX. 18,000 LETTERS INCASES
	SIZE OF BUNDLE; 52x9"x9", APPROX. 1000 INBUNDLE OR-
11.	Location by dates and quantities AN, 1936 TO JULY 1938. ON WOODEN  (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	SHELF, AGAINST EAST WALL, OF RECORD STOREROOM,
	ROOM#206.
12.	Other information CONDITION OF RECORDS & EQUIPMENT, GOOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	(CONTINUED FROM ITEM #6). — ADDRESS OF RELIEF Whether record is known to have been kept earlier than dates shown in item 2)
	CLIENT, DESCRIPTION AND REASON FOR HOLD CHECK,
	CANCELLATION ETC. AND SIGNATURE OF OFFICER
	OF PAYROLL BUREAU OR D. P.W.
	NOTE. C.P.B. DENOTES CENTRAL PAYROLL BUREAU
	D.P.W. " DEPARTMENT OF PUBLIC WELFARE
	NOTE! THE ABOVE RECORD DEALS WITH CLOSED
13.	(For use in Florida.)—Early imprints CORRES 130NDENCE, FOR 13CTIVE (Author)
	RECORDS SEESERIAL #103.  (Place of publication)  (Date of publication)
	(Place of publication) (Date of publication)

## (INTERDIVISION CORRESPONDENCE).

ABELINO	ITEM#4 CO	NTINUEDI	BODENDA
	(INTER	DIVISION COR	RESPONDENCE"
7, CASEL	BELED- A	CIAL DIVISION-19	RESPONDENCE. 37-R.G.SHANKLIN".
e popular de la companya de la compa	The state of the s		Carina (A. G.) Sale Control Control Control
	(t	and an annual security of any particular to the security of annual field and the security of an annual to the security of annual security of an annual security of an annual security of annual security of an annual securi	# # TOTAL STORY OF THE PROPERTY OF THE PROPERT
I, CASEL	BELED-TO-FRO	MS-ATOI-1-1-3	8 TO 7-1-38.
7 "	" -TO-FRA	MS-TTO S-1-1-3	38 70 7-1-38
7, "	" - TO-FRE	DMS-TTOZ-I-L-	38707-1-38.
7	" TAANDE	PAME-A-1-TANIS	T.1938: - TUNE 30-19:
	N.	•	
Z, "	" -TO AND F	ROMS-M-Z-JANIS	T.1938-JUNE 30-1938
7 RINDIA	LABELED INTE	DOWNERD NECE	O CO DALLO FILO P
1, SUNULE			4.1
	V PERIO	DD,-1-1-36 TO 12	7-31-36

#### WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937

1734 NEW YORK AVE. NW. WASHINGTON, D. C.

ounty BALTIMORE CITY State MARYLAND.	
ame of agency or office DEPARTMENT OF PUBLIC MIELEARE FINE	NCIAL-DIV.
(Office of custody) (Office which made the record, if different)	
ddress of office of custody 327.57. PAUL PLAC	E.
(Name of building, room number, street address)	
1. Title (EQUIPMENT RECORD).  (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with o	lates or quantitles
or both) 2. Dates. 1936 — — •	
(Earliest and latest dates: missing dates. Show exact date of breaks)	·,
B. Quantity 2, LOOSELEAE BINDERS (Number of volumes; file drawers; file boxes; bundles; other)	
3. Quantity L, LOOSELEAE BINDERS (Number of volumes; file drawers; file boxes; bundles; other)	
4. Labeling NOT LABELED.	•
(Explain fully; years; numbers; letters; number of records so labeled)	
5. Discontinued and missing records	·
(If record discontinued, give reason and state whether same information si	nown in another
record. Explain why records are missing, if possible)	·
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and CHARGE UNIT NAME OF PRICLE SIZE OF each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled.	dates covered by
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled to the should be siven. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled to the should be siven. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled to the should be siven.	out and attached)
NUMBER, ALSO NAMES OF DISINISIONS AL	VD DATES
OF EQUIPMENT TRANSFERS. THE RECORD	ISKEPT
BYTHE D.P.W. FORTHE PURPOSE OF LOC	
AND CHECKING OFFICE EQUIPMENT IN	ITS

6.	Contents—continued DIFFERENT, DEPARTMENTAL, DIVISION
	Arrangement IN NO OTHER OF OFF BUT BY DIVISION (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
•	Indexing NONE (Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
	Writing TYPED ON NINE O GRADELED FORM SHEETS (Handwritten Handwritten printed form. Handwritten printed head. Typed Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
•	Size OF VOLUME: 9"x 135"x 2" PAPAON 200 SHEETS, (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	IN VOLUME.
	Location by dates and quantities /936: ON WOODEN SHELF AGAIN  (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  EAST WALL OF PECORD STOPE POON, ROOM 206
	Other information CONDITION OF RECORDES & EQUIPMENT GOO (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	NOTE: INVENTORY OF THE ABOVE OFFICE
	EQUIPMENT, TAKEN IN 1936.
<b>}.</b>	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)
	(2 lace of publication)

KOVAKA-NIEDENTOMA, 5-1-39- #129 (Worker's full name) (Date) (Form identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

COUNTY BALTIMORE CITY State MARYLAND.
Name of agency or office DEPARTMENT OF PUBLIC WELFARE FINANCIAL - DIV.
Address of office of custody (Name of bullding, room number, street address)
1. Title CASH DISBURSE MENTS TOURNAL)  (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)  2. Dates. 1936-1937 (INCLUSIVE) (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Z LOOSE LEAF BINDER. (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling NOT LABELED.  (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records  (If record discontinued, give reason and state whether same Information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTAINS MONTHLY CASH DISBURSEMENTS OF RELIEF (Purpose and general nature of record. Principal Items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
COMMISSION SET UP LEDGER SHEET ALSO SHOWS
ORDERNUMBER, DESCRIPTION OF DISBURSEMENT
AMOUNTS OF DISCOUNTS, AND GRAND TOTALS.
NOTE: THE ABOVE RECORD IS NOW OBSOLETE

<b>.</b>	Arrangement CHRONO, BY DATE OF ENTRY.  (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
•	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
).	Writing HANDWRITTEN ON PRINTED HEADS AND RUL (Handwritten, Handwritten printed form, Handwritten printed head, Typed printed form, Typed printed head.
	ED SHEETS.  Printed. Photostat. Other. Give months and years covered by each kind of writing)
	Size OF VOLUME: 112 X 18 X 10 APPROM. 200 PAGE (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
L <b>.</b>	Location by dates and quantities 1936-1932 (INC) ON WOODEN SHED  (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
•	AGAINST EASTWALL, OF RECORD STORE ROOM  ROOM #206.  Other information CONDITION OF RECORDS & EQUIPMENT GO
•	AGAINST EAST WALL, OF RECORD STORE ROOM  ROOM #206.  Other information CONDITION OF RECORDS & EQUIPMENT GOS
•	AGAINST EAST WALL, OF RECORD STORE ROOM  ROOM #206.  Other information CONDITION OF RECORDS & EQUIPMENT GOR  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
•	AGAINST EAST WALL, OF RECORD STORE ROOM  ROOM #206.  Other information CONDITION OF RECORDS & EQUIPMENT GOR  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
•	AGAINST EAST WALL, OF RECORD STORE ROOM  ROOM #206.  Other information CONDITION OF RECORDS & EQUIPMENT GOOD  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
•	AGAINST EAST WALL, OF RECORD STORE ROOM  ROOM #206.  Other information CONDITION OF RECORDS & EQUIPMENT GOR  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
•	AGAINST EAST WALL, OF RECORD STORE ROOM  ROOM #206.  Other information CONDITION OF RECORDS & EQUIPMENT GOOD  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
•	AGAINST EAST WALL, OF RECORD STORE ROOM  ROOM #206.  Other information CONDITION OF RECORDS & EQUIPMENT GO  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
•	AGAINST EAST WALL, OF RECORD STORE ROOM  ROOM 206.  Other information CONDITION OF RECORDS & EQUIPMENT GOS  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records  Whether record is known to have been kept earlier than dates shown in item 2)

Jelle: (Bosh Dishusse ments Journal) Dates: Jan - 193 1936 - 1937 (inclusive) Quantity: 4 love leaf 13 moder, Jafel: not labeled Dist maskee none thrange: Chrono, by date of entry. Ondex: none. Writ: Hundwitten on Brinted Heads andruled 11/2" × 18" × 1" - approx. 200 pages in the great: against & Wall of Ree. Store Room # 206 Contents, contains cash distrurements of Relief Pay Rolly Special Relief dis Funsements Hosy Bospitalization, maintenance operation, rentos ete. Showing order no, description of disburse-ment, powekes no total and of disbursement, ands, of discounts, grand totals ! This is during Mue era . Of 13. E. R. D. (Monthly Welcounts).

KOVAKA-NIEDENTOHL. 3-1-39. #130.
(Worker's full name) (Date) (Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE CITY State MARYLAND.
Name of agency or office DEPARTMENT OF PUBLIC WELFARE-FINANCIAL DIV.  (Office of custody) (Office which made the record, If different)
Address of office of custody (Name of building, room number, street address)
1. Title HOSPITAL ACCOUNT LEDGER.  (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)  2. Dates. 1924 - 1935. (INCLUSIVE).
(Earliest and latest dates; missing dates. Show exact date of breaks)  3. Quantity Z BOUND VOLUME: (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling HOSPITALS (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTAINS SEPARATE HOSPITAL MONTHLY AC- (Purpose and general nature of record. Principal items of Information shown. Summary of forms used in making record,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
YEAR EFECTED NAME OF HOSPITAL NUMBER OF each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
PATIENTS ALLOWED PERDAY, NUMBER OF OUT PAT-
IENTS ALLOWED FACH YEAR, THE AMOUNT OF AP-
PRORRIATIONS FOR INDOOR PATIENTS, THE AMOUNT
OFAPPRRIATIONS FOR INDOOR, OUT-PATIENTS, (FOR
TREATMENTS FOR PATIENTS CONFINED IN HOMES)

	(Place of	publication)		(Date of publication)	
13.	(For use in Florida.)	Early imprints	(Author)	(Publisher)	
		•	······································		
	ANDISUS	EDFOR	DIPIN OFFIC	E REFERENCE	
	NOTE; TH	EABOYE	RECORDIS.	IS NOW OBSOLE	T E
	OF SHEET,	FOR ALL	HOSPITALSI	NCITY.	
			•	TOTALS AT BOTTO	
	.Whether record is known to	have been kept earlier than d	ates shown in item 2)	O AMOUNTEXPE	
,	[CONTINUE	OFROM IT	EM#6) ~~ CO	mation on prior, subsequent, or similal records	
12.	Other information $\mathcal{L}$	ONDITION	OFRECORDS &	EQUIPINENT, GOR mation on prior, subsequent, or similal records	 QQ
	OFRECOR	OSTORE	200M, KOON	1 [#] 206.	
11.	Location by dates and	quantities 192	4-1935 AGAIN (Room, vault, wall—N. E. S. W., s	IST EAST WALL section, bin, shelf, cabinet, on floor)	
. 1	LEDGER.				
10.				POX. 150 SHEETS.	N
	Printed. Photostat. Other.		,	·	
9.			n. Handwritten printed head. Type	OPER d. Typed printed form. Typed printed head	·
	(Self-contained		f separate, fill out a form for it, an	nd place cross reference here to that form by	
8.	Indexing /VO	(Chronologically-	by what? Numerically—by what?	Alphabetically—by what?)	
7.	Arrangement CH	BER OF U RONO. BY	UTS, TREATI ICONTIN IVIANTA OF A	CONTOFOUTS  UED TO ITEM #12]  CCOUNT.  Alphabetically—by what?)	<del>y</del> i
	•			AGGREGATE DE	
•				NTEREDDURIN	•
	GER SHEE	T PALSO SI	40WS, MONTH	J NUMBER OF PAT	7-
6.	Contents—continued	ANDTOTA	LOFAPPROK	PIATION THE LEL	<u>) – (</u>

(Form identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937. 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

BALTIMORE CITY State MARYLAND.	= 
Name of agency or office DEPARTMENT OF BUBLIC WELFARE-EINANCIAL L.  [Moffice of custody] (Office which made the record, if different)	יעוֹב
(Office of custody) (Office which made the record, if different)	•
Address of office of custody #327. ST. PAUL PLACE.	
(Name of building, room number, street address)	·.
1. Title (PAID BILLS OF CHARGE ACCOUNTS OF CITY  (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities	
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities  PATIENTS IN HOSPITALS).	· <b></b>
2. Dates. 1927-1935.	
(Earliest and latest dates; missing dates. Show exact date of breaks)	
3. Quantity Z PASTEBOARD TRANSFER CASE. (Number of volumes; file drawers; file boxes; bundles; other)	
(Number of volumes; file drawers; file boxes; bundles; other)	
4. Labeling "HOSPITALS"	
4. Labeling (Explain fully; years; numbers; letters; number of records so labeled)	
5. Discontinued and missing records	
(If record discontinued, give reason and state whether same information shown in another	
record. Explain why records are missing, if possible)	
6. Contents CONTAINS PAID BILLS FROM VARIOUS HOSPITALS  (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,  INCITY RESPECTING CHARGE BECOUNTS OF CITY  their headings, &c. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by	
PATIENTS FOR BOARD AND MEDICAL SERVICE (Received by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)	
DERED.THEY AREKEPT FOR OFFICE RECORD PUR	
POSE FOR FUTURE REFERENCE. BILL SHOWS NAM	UE
AND ADDRESS OF HOSPITAL, TOTAL DAYS BILLED,	
TOTAL DAYS ADDED, TOTAL DAYSDEDUCTED, NUL	Y)-
BER OFADJUSTED DAYS, TOTAL DAYS ALLOWED,	

	h _e .
6.	Contents—continued RATE PERDAY, TOTAL AMOUNT OF BILL,
	CERTIFICATION OF OFFICER, RESPECTING PERSONS AC-
	CEPTEDAS PROPERSUBJECTS FOR MUNICIPALAID;
	ALSO SHOWSNAMES OF PATIENTS, DISEASES, DATES ADMIT
	TED, DATES DISCHANGED AND NUMBER DAYS IN HOSPITAL TO TEM EIZE
7.	Arrangement <u>ALPHA. BYNAME OF HOSPITAL AND CHRONO. BYDATE</u> - (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing NONE. CUNDERED CH HOSPITAL  (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
9.	Writing HANDINRITTEN ON PRINTED FORMS.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OFTRANSFER CASE 1/5/1/3/1/26, APPROX. 2,500 (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	SHEETS.
11.	Location by dates and quantities 1927-1935, ON WOODEN SHELF,  (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  AGAINST EAST WALL, OF RECORD STORF ROOM,  ROOM #22061
12.	Other information CONDITION OF RECORD & EQUIPMENT GOOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
·	(CONTINUED FROM ITEM #6) - NAME OF CLERIC, A MON- Whether record is known to have been kept earlier than dates shown in item 2)
THL	YSUMMARY OFBILL IS ATTACHED TO BILL. SUMMARY
	SHOWS, NAME OF HAS PITAL, MONTH, NUMBER OF PATIENTS
	RECEIVEDAND DISCHARGEDEACH DAY DURING MOMPH.
	NUMBER OF PATIENTS LEFT IN HOSPITAL ATCLOSEOF
	EACH DAY WITH TOTALS AT BOTTOM OF SHEET BILL
	ALSO SHOW PERFORATION, DATE PAID AND STAMP-
13.	(For use in Florida.) Early imprints EDONREUERSESIDE MITTADOTE (Author) (Publisher)
	RECEIVED IN BUREOU OF DISBURSEMENTS AND HOUGHER (Place-of publication) (Date of publication)
	NUMBER OF PAY MARKET PRINTED OFFICE . 16—8419
	NOTE: THIS RECORD DEALS WITH PAID BILL SICLOS- ED ACCOUNTS) FOR ACTIVE RECORD, SEE SERIAL
	# 10434

KOVAKA-NIEDENTOHL 4-28-39 #132.
(Worker's full name) (Date) (Form Identification number)

### WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County BALTIMORE CITY State MARYLAND.
Name of agency or office DEPARTOLLY TO PUBLICATION (Office which made the record, if different)
Address of office of custody #327.ST. PAUL PLACE.
(Name of building, room number, street address)
1. Title DISPENSARY LEDGER.
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantitles
or both)
2. Dates. 1926-1936.(INC.) (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 7 Bound Volumes; file drawers; file boxes; bundles; other)
LY IN COLORENCE AND VIII
4. Labeling (Expiain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents LEDGER CONTRINS INDIVIDUAL DISPENSARY ACCOUNTING (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
LOWED NUMBER OF OUT-VISITS ALLOWED, NUMBER
PERSCRIPTIONS ALLOWED, TOTAL AMOUNT OF
APPROPRIATION, YEAR EFFECTED, NAME OF DIS-
PENSARY, MOINTHLY ACCOUNTS SHOWING DATES,
NUMBERS OF INDOOR PATIENTS NUMBER OF

6.	Contents—continued OUT-VISITS, NUMBER OF PERSCRIPTIONS
	FURNISHED, TOTAL NUMBER OF PATIENTS VISITS,
	PERSCRIPTIONS AND COST, TOTAL AMOUNT OF BILL
	AND AMOUNT PAID BY CITY COMTROLLER THELED.
	GER SUPPORTS ACCOUNTS FOR PATIENTS IN-
7.	Arrangement CHRONO, BYDATE OF WISIT OF PATIENT. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing HAND WRITTEN ON PRINTED FORMS, (Handwritten, Handwritten printed form, Handwritten printed head, Typed, Typed printed form, Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF BOUND VOLUME 10"X 11 X 5 100 PAGES 1N  (Of record or container. Height, width, thickness or depth. Regage number of pages or documents)
	VOLUME, APPROX. 30 PACES USED.
11.	Location by dates and quantities 1926-1936; ON WOODEN SHELF, AGAINS (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  EAST WALL, OF RECORD STORE ROOM, ROOM 206
12.	Other information CONDITION OF RECORDS & EQUIPMENT COOK (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	(CONTINUED FROM ITEM#6)-THE FOLLOWING DIS-
	PENSARIES-EASTERN DISPENSARY, NORTH
	EASTERNAND BALTIMORE GENERAL.
	NOTE: FOR CONTINUANCE OF THIS RECORD,
	(SUBSEQUENT RECORD) SEE SERIAL # TITLED
	"DISPENSARY VISIT SLIPS" OUT-WISITS"
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)
	U. S. GOVERNMENT PRINTING OFFICE O 16—6419

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

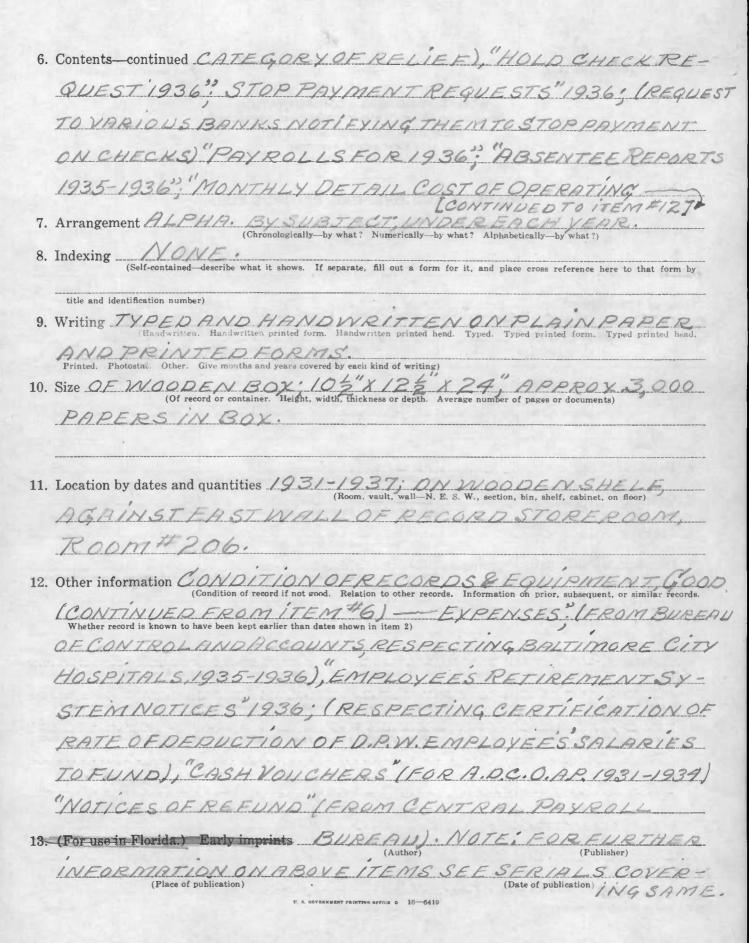
BALTIMORE GITY State MARYLAND.
Name of agency or office <u>PEPARTMENT OF PUBLIC WELFARE-FINANCIAL Div.</u> (Office of quetody) (Office which made the property is different)
Address of office of custody 4327 ST. PAUL PLB CB.
Address of office of custody (Name of building, room number, street address)
( C
1. Title CHECK CANCELLATION NOTICES?
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. NOV. 1934 TO MANY 1936.  (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 3, CARBOARD FILE BOYES. (Number of volumes; file drawers; file boxes; bundles; other)
(Number of volumes; file drawers; file boxes; bundles; other)  4. Labeling NOTLABELED.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTAINS CHECK CANCELLATION NOTICES  (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,  FROM CENTRAL ACCOUNTING OFFICE CONCERN  their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
ING CANCELLATION OF CHECKS OF RELIEF CLIENTS each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached)  OF BALTIMORE ENERGENCY RELIEF COMMISSION
ANAGENCY NOW NON-EXISTENT, THE OUTIES OF
WHICH HAVEBEEN TOKEN OVER BY THE DEPORT.
MENT OF PUBLIC WELFARE THIS RECORD IS NOW
KEPT BY D. P.W FOR REFERENCE PURPOSEONLY.

	(Place of	publication)		(Date of publication)
13.	(For use in Florida.)	Early imprints	(Author)	(Publisher)
	•			•
		·	·	
			•	·
	NOTE: TI	HE ABOVE	RECORDS	MRE OBSELETE.
			·	······································
÷	IN CENT	IKML 17CE	DUNTING	OFFICE.
				OFFICE OF CLERK
				1 SEQUIPINENT GOL aformation on prior, subsequent, or similar records
10	•		•	& FOLLIAMENT PO
	ROOM, R		•	
		•		V., section, bin, shelf, cabinet, on floor)  OF RECORD STORA
11.	Location by dates and	d quantities <i>FROM</i>	n Nov. 1934 7	CO MAY 1936 ON 12100 V., section, bin, shelf, cabinet, on floor)
			·	
	NOTICES		aun, thickness or depth. Averag	e number of pages or documents)
10.			A_A A. A #A AA	APPROX 9000 ce number of pages or documents)
		Give months and years cover		
9.	Writing TYPE	DON PR	Handwritten printed head.	PINS.  'yped. Typed printed form. Typed printed head.
	title and identification numb	ber)	·	
8.	Indexing (Self-contained	describe what it shows. If	separate, fill out a form for it	, and place cross reference here to that form by
			by what? . Numerically—by what	CALE AND ABLE S. P. Alphabetically—by what?)
7	Amongon and NIA	MERICALI	I COL	ELLATION AND- YTINYED TO ITEM #12.1
	<b>▲</b>			MOUNT OF CHECK
•				OF CHECK, NAME
				BEROFCHECKTHA
6.	Contents—continued	NOTICES	HOMS NOTI	CENUMBER, RE-

KOVAKA - NIEDENTOHL. 4-28-39. #134.
(Worker's full name) (Date) (Form Identification number)

# WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

County BALTIMORE CITY State MARYLAND.
State // State
Name of agency or office DEPARTMENT OF PUBLIC WELFARE - FINANCIAL DIV.  (Office of custody) (Office which made the record, if different)
Address of office of custody #327, ST. PAUL PLACE.
(Name of bullding, room number, street address)
1. Title (MIS CE LA LE ANE OUS RECORDS.)  (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. 1931-1937 INC. (Earliest and latest dates; missing dates. Show exact date of breaks)
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity
4. Labeling NOT LABELLED.  (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records //ONE.
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
40.000.000 1,000.000 10.000.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000 10.000
6. Contents CONTAINS RECORDS IN TABBEDE OF DERSKERT (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
FOR OFFICE FUTURE REFERENCE PURPOSE FOLD- their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
MONTHLY REPORTS TO DIRECTOR OF D.P.W.). HOLD
CHECKS REQUEST," (FOLDERS FOR EFICH CATEGORY
OFRELIEF), CORRESPONDENCE ? (LETTERSTO
DIRECTOR OF D.P.W. FROM SUPERVISORS, PELATING
TO CHANGES INGRANTS, CUT-OFFS, ETC FOREACH



#135.

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE CITY State MARYBAND.	
Name of agency or office DEPARTMENT OF PUBLIC WELFARE -FINANCIAL D  (Office of custody) (Office which made the record, if different)	iv.
Address of office of custody #32757. Phul PLACE.  (Name of building, room number, street address)	
1. Title HOLD CHECK LISTS - OAP, G.PA, ADC  (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantity  (CLOSED).	ities
or both)  2. Dates. JAN. 1938 - JUNE 1938. INC. (Earliest and latest dates; missing dates. Show exact date of breaks)	
(Earliest and latest dates; missing dates. Show exact date of breaks)	
3. Quantity 3 BUNDLES.  (Number of volumes; file drawers; file boxes; bundles; other)	
Labeling FOIR LABELING SEE THE NOTE (Explain fully; years; numbers; letters; number of records so labeled)	
A 4	
5. Discontinued and missing records	
record. Explain why records are missing, if possible)	
6. Contents CONTAINS COPIES OF O. P.P. GPA. AND A.D.  (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.)	C.
HOLD CHECK LISTS FROM FINANCIAL DIVISION, & their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered	
EON OFFICE REFEREINCE PURPOSES. LISTS SHOeach should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attach	<i>6   V V</i> ned)
CENTRAL PAYROLL NUMBERS, DATES OF FIRST C.	HL G
MAMES AND ADDRESSES OF RECIPIENTS, NAME	کی=
OF SOCIAL WORKERS AND REASONS FOR CHECKS	
BEINGHELD.	

6.	Contents—continued
7.	Arrangement CHRONO. BY DATE OF PAYROLL.
8.	(Chronologically—by what? Numerically—by what? Alphabetically—by what?)  Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing TYPED ON Pland HITY PAPER.  (Handwritten, Handwritten printed form, Handwritten printed head, Typed, Typed printed form, Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
0.	Size OF BUNDLES: 82 X/O"X1", APPROX, 121, STS IN  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	EACHBUNDLE OR 36LISTS IN ALL.
1.	Location by dates and quantities JAN, 1938 - JUNE 1938, ON WOODEN (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  SHELF, AGAINSTEAST WY ALL OF RECORD STOREROOM
	ROOM# 206.
2.	Other information CONDITION OF RECORDS & EQUIPMENT GOOD.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	I,BUNDLE LABELED-O.A.P. HOLD CHECK LISTS JAN-JUNE 1938
	I, " - G.P.A. HOLD CHECK LISTS-JAN-JUNE 1938
	1, " - "A.D.C.HOLD CHECKLISTS JAN-JUNE 1938
	G.P.A GENERAL PUBLIC ASSISTANCE.
.3.	(For use in Florida.) Early imprints P. D. C., -AiD TO DEPENDENT CHILDREN (Author)
	(Place of publication) (Date of publication)
	U. S. GOVERNMENT PRINTIPLE OFFICE O 16—6419

#136

(Date)

(Form identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

_	<b>.</b>	
BAITIMAK	RE CITY State MAN	PULAND
post in the second seco	State 2 11/1	J. J. L. S.
Name of agency or office DEPA	RTMENT OF PUBLIC ME	FARE-FINANCIAL DIV.
	Office of custody) (Office which made t	ne record, if different)
Address of office of custody	0021.57.1	BUL FLACE.
The second second second second	(Name of building, room numbe	r, street address)
1. Title Gr. P.A. GR	PANT AUTHORIZATIO	ALTIPHETS.
(Give present full title in quote	es: assigned title, if any, in brackets. If record has had	l other titles, list them with dates or quantities
Origina	Tickets Prepared	by Case Workers)
or both)		•
2. Dates JUNE 1, 193	37 TO DEC. 24 Em 19.	37.
-	(Earliest and latest dates; missing dates. Show exact of	late of breaks)
3. Quantity 3, TRANS	(Number of volumes; file drawers; file boxes; b	
LIVE EAR LARE	(Number of Volumes; file drawers; file boxes; fi	undles; other)
4. Labeling FUR LASE	(Explain fully; years; numbers; letters; number of	records so labeled)
5. Discontinued and missing reco	<b>^ / .</b>	·
5. Discontinued and missing reco	(If record discontinued, give reason and state	whether same information shown in another
	·	
record. Explain why records are missing	g, if possible)	
	·	
	PTD Name and	
6. Contents COVTAINS	ture of record: Principal items of information shown	Summary of forms used in making record.
		•
their headings, etc. If a very general o	CASE WORKER CANO or miscellaneous record, detailed information as to type	es of records contained and dates covered by
CIALDIVISION	TOBE CHECKED AL	CAINST COPY OF
	TOBE CHECKED 1910 of these records are described by other Forms 12-13HR	•
G.P.A. GRANT A.	UTHORIZATIONTIC	KETISSUEDBYORM
MEHDHNUSENI	TOPINANCIAL DIVIS	ION TICKETSHOWS CP.
AUGGED DO'MA	YUMBER, CATEGORY	AFRELIEF SPARE
INDIVISER, D.P. NV.I	YUMBER, CHIEGORY	OF RELIEF, STACE
IS PROVIDED ON	TOPOF FORM TO SHE	WWHETHER
CASE IS ENTR	Y, CHANGE, SUPPLE	MENTARY EMER
WPA Form 12-13HR—Revised	(See reverse side)	166419

6.	Contents—continued GENCY OR CUT-GFF. NAME AND FORMER AD
	DRESS OF CLIENT, NAINE AND PRESENT ADDRESS OF
	CLIENT, FORMER SEMI-MONTHLY AND MONTHLY
	GRANTS WITH STATE AND CITYALLOTMENT, NEW
	GRANT, WITH STATE AND CITY ALLOT MENT
7.	Arrangement NUMERICALLY, BY CENTRAL PROPERTY (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
9.	writing Hallow Ritter of the Mandwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF TRANSFER CASIF 6"X 94"X 25" PPROX.  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	4,590 TICKETS INALL.
11.	Location by dates and quantities ON WOODEN SHELF AGAINST FAST  (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  WALL OF RECORD STOREROOM, ROOM #206.
12.	Other information CONDITION OF RECORDS & CONTRACTOR GOOD.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2
	(G.P.A.GRANT AUTHORIZATIONS"
	I TRANSFER CASE LABELED JUNE 1,51 1937 TO DEC. 24th 1937
	(C.P.B. NUMBER-1-1199.
	GRA. GRANT AUTHORIZATIONS.
	1, " " JUNE 155 1937 TO DEC. 24th 1937.
	C.P.B. NUMBER-1200-2599.
13.	(For use in Florida.) Early imprints (Author) (Author) (Publisher)
	1, "(Author) (Publisher)  I (Place of publication)  (Publisher)  (Publisher)  (Publisher)  (Publisher)  (Publisher)
	1. S. GOVERNMENT PRINTING OFFICE O P. 15 NUMBER-2600-4591.

*

"G.P.A. GRANT AUTHORIZATION TICKETS"

	NUMBER O				
NUI	MBER ATPR				
	VEW WORKE				
	TIVE, RACE,				
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ANI	TOTAL, DIA	TEOFBI	RTH, REL	GION, S.	IGNA
TUR	ESOFAPPR	OVAL BY	WORKER	SUPERV	150R
455	ISTANTDIR	ECTORO	RDEPAR	TIMENT	HEAL
ANL	DATEAPP	ROVED			
	TE: BESIDES				GAIN
	VOFG.P.A.AU				
	INANCIALDI				
	CASE WORK				
PUR	POSE.	1. Periodical Subsequentials (Service Co.)			
		Photosof Band San San S			
			nachanageri dan 199 kelala i Saga		

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

County BALTIMORE CITY State	MARYLAND.
Name of agency or office <i>DEPARTMENT OF PUB</i> (Office of custody) (Offi	LIC MELEARE-FINANCIAL DIV.
Address of office of custody 327.57.	PAUL PLACE.
(Name of buildi	PAUL PLACE.
1. Title HOSPITAL REPO	TETISITE
(Give present full title in quotes: assigned title, if any, in brackets.	f record has had other titles, list them with dates or quantities
or both)	- \
2. Dates. 1936 = 1938 (INCLUSIVE (Earliest and latest dates: missing date	s. Show exact date of breaks)
3. Quantity 7, CARDBOARD BOKE. (Number of volumes: file drawe	5.
(Number of volumes; file drawe	rs; file boxes; bundles; other)
. Labeling FOR LABELING SEE 17 (Explain fully: years: numbers; let	EM #12
(Explain fully; years; numbers; let	ers; number of records so labeled)
6. Discontinued and missing records/VONE	eason and state whether same information shown in another
(If record discontinued, give	reason and state whether same information shown in another
record. Explain why records are missing, if possible)	
6. Contents <u>CONTAINS HOSPITAL RE</u> (Purpose and general nature of record. Principal items of inf	·
their headings, etc. If a very general or miscellaneous record, detailed inform	nation as to types of records contained and dates covered by
RECEIVED BY CLIENTS, UND each should be given. Unless contents of these records are described by other	ERCHREOF D.P.M. IN Forms 12-13HR, such forms should be filled out and attached)
THESE VARIOUS HOSPITALS.	
POSE OF CHECKING AGAINST	PATIENT'S REPORTS
FROM HOSPITALS) SEESERI	AL#100 ANDALSOTOCHE
WHETHER CLIENT HAS COM	PLIED WITH RULE RE-
LATING TO LEGAL RESIDE	VT OF BALTIMORECITY

6.	Contents—continued REPORT SHOWS, DATE OF REPORT, NAME AND
	ADDRESS, OF PATIENT, BURTHPLACE, OCCUPATION, MARITAL
	STATUS, COLOR, SEX, HOW LONG IN CITY, REMARKS, RESPECT-
	ING APPLICATION THROUGH FINDINGS, DIAGNOSIS OF CASE
	AND SIGNATURE OF EXAMINING PHYSICIAN.
7.	Arrangement CHRONO., BY DATE UIVDER FACH HOSPITAL.  (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing HANDWRITTEN ON PRINTED FORMS.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
0.	Size OF ONF BOX LABELED ACCIDENTSLIPS JAN 1 3 1938 TODEC 31 - 1938 31 (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	IN ROOM #206, 3 1'x 10 5 x 16; APPROX. 5, 700 SLIPS; SIZE OF OTHER 6, BOXES,
	IN ROOMS 2069 211; 4'X10"X12", APPROX. 3,000 PERBOX, OR APPROX. 23,700 [SLIPS IN ALL
	Location by dates and quantities 2, BOXES FROM TAN 1,571939 , IN ROOM #211, (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	5, BOXES FROM 1936-1938, ON WOODEN SHELF, AGAINSTEAST
	WALL OF RECORP STORE ROOM, ROOM#206.
2.	Other information CONDITION OF RECORDS & EQUIPMENT GOOD.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	(CONTINUED FROM ITEM #4) BOXES LABELED AS BELOW = Whether record is known to have been kept earlier than dates shown in item 2)
	(D.P.W-FINANCIAL DIVISION-1936 ACCIDENT REPORTS FOR
7	BOX- ST. AGNES HOSPITAL, ST. JOSEPH HOSPITAL, SOUTH BOLTO.
	GENERALHOSPITAL, UNIVERSITY HOSPITAL"
	("DP.W FINANCIAL DIVISION-1936 ACCIDENT REPORTS FOR
7	1,80x - FRANKLIN SQUARE HOSPITAL, MARYLAND GENERAL
	(HOSPITAL, MERCY HOSPITAL, PROVIDENT HOSPITAL"
3.	(For use in Florida.), Early imprints NOTE: FOR CONTINUANCE OF (Author) (Publisher)
	LABELING SEE ATTACHED ADDENDE SHEET (Place of publication)
	U. N. GOVERNMENT PRINTING OFFICE O 16—6419

## "HOSPITAL REPORTS"

	D.P.W. FINANCIAL DIVISION-1936 ACCIDENTREP
JBOY LABO	LED ACCIDENT SLIPS FROMALL HOSPITALS-19
	D. P.W. FINANCIAL DIVISION-1936 ACCIDENT REPO
1. BOXLA	BELEOGACCIDENT SLIPS - 1937."
1,BOY LAB	LEO - ACCIDENT SLIPS-JAN, 187 1938 TODEC-31-19
•	IOT LABELED - (IN ROOM \$206).
ŗ	NOT LABELED - (IN ROOM #206).
NOTE	THIS RECORD DEALS WITH HOSPITA
	ENT FOR CLIENTS WHO RECEIVE MIN
INTUR	IES WHILE (PATIENT'S REPORTS FRO
HOSP	TAIC) CEDIA FIRE OF SPEC
	TALS)-SERIAL#100. COVERS HOSPITA
LATI	ON OF PATIENTS THAT PRECONEINE

Kova	ka-N	iede	ento	hl
	(Worker	'a full no	me)	

5-12-39

138 - A

(Form identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfare-Financial Division (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place. (Room # 206)  (Name of building, room number, street address)
1. Title Paid Bills = From Hospitals - Destitute and Neglected Children - (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantitles,
Reformatories-Psychopatic Hospital-Maryland League for Crippled Children (Cont. on)
2. Dates. 1936-1937  (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 2 Cardbaard boxes (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling See Addenda Sheet for labeling  (Explain fully; years; numbers; letters, number of records so labeled)
5. Discontinued and missing records
record. Explain why records are missing, if possible)
Monthly 6. Contents Statements from various hospitals in city of charge accounts (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
for board also medical services rendered to patients certified their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
by the Department of Public Welfare: kept as an office record each should be given! Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
respecting distribution of funds; statements show name and
address of hospital; total days billed, total days added, total days
deducted, number of adjusted days, total days allowed, rate per
day, total amount of bill; certification of officer in hospital
respecting persons accepted as proper subjects for municipal WPA Form 12-13HR-Revised (See reverse side)

. <b>6.</b>	Contents—continued aid; also show names of patients, diseases,
	dates admitted, dates discharged, number of days in
	hospital and signature of principal clerk; a summary
	sheet is attached to statement, showing name of hospital,
	month, number of patients admitted, discharged each day, (contion line
7.	Arrangement Chron. by month of statement under name of hospital.  (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
	Indexing None.  (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by ,
	title and identification number)
9.	Writing Typed on printed form.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
•	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of box 11x13x24"  Approx. 600 documents  (Of record or container. Height, width, thickness or depth. Average number of documents)
	(Average 1 sheets perdocument.)
	·
11.	Location by dates and quantities 1936-1937, 2 boxes on east wall in  (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  Storage room # 206.
12.	Other information Records and Lontainers are in good condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Line 1	Whether record is known to have been kept earlier than dates shown in item 2)  Continued from line one Maryland School for Blind ===
•	City Medical Agency Reports" (Paid Bills-Hospitals)
Line 6	Continued from line six number of patients left in hospital at
	close of each day; statement also bears perforations Paid, with date
	received in Bureau of Disbursements and voucher number of pay-
	ment. Note: Above statements are filed in some boxes that contain
18	(Por use in Plania) Factor imprints Statements from Institutions for Destitute and
	Negected Children-Reformatories-Maryland League for Crippled Children- (Place of publication) (Date of publication)
•	Maryland School for Blind - 18-6410 and City Medical Agency Reports.

Kovaka-	Niedentoh	١
	Worker's full name)	

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

Comey Baltimore City State Maryland
Name of agency or office Department of Public Welfore-Financial Division  (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place (Room # 206)  (Name of building, room number, street address)
1. Title Paid Bills = From Flospitals - Destitute and Neglected Children - Reformatories (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantity
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantity  Psychepatic Hospital-Maryland League for Crippled Children-(cont.online 12)  of both)
2. Dates. 1936-1937  (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 2 Cardboard boxes, (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling See addenda sheet for labeling (Explain fully; years numbers; letters; number of records so labeled)
5. Discontinued and missing records None (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Statements from Institutions for Destitute and Neglect  (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making reco
Children of charge accounts for board, etc., to children egretbeir headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered
by the Dept. of Public Welfare; kept as an office record respecting each should be given. Unless contents of these records are described by other Forms 12-13HR) such forms should be filled out and attached
distribution of funds; statements show name and address of
institution; total days billed, total days added, total days deduct
number of adjusted days, total days allowed, rote per day,
total amount of bill, certification of officer in institution
respecting children as proper subjects for municipal aid;
WPA Form 12-13HR—Revised (See reverse side) 16-641

6.	Contents—continued	also show no	ames of childre	n, diseases, dates
		_	•	ged number of
		•		undent in institution.
	,	<del></del>	··	·
7.	Arrangement NUN	nerically by (Chronologically)	quarter of year to by what? All what? All when the control of the	under name of institution
8.	T., J	0	<b></b>	l place cross reference here to that form by
a	title and identification numb		ed form	
Э.				. Typed printed form. Typed printed head.
10.	Printed. Photostat. Other. Size Of box (Of re	Give months and years covered in the covered or container. Height, wi	d by each kind of writing)  dth, thickness or depth. Average num	rok 300.
	-			·
11.	Location by dates and	quantities 1936-	(Room, vault, wall—N. E. S. W., se	on east wall in etion, bin, shelf, cabinet, on floor)
	storage roo	m #206,		·
	Continued fro Whether record is known to	m line one —	Maryland tes shown in item 2)	rein good condition, lation on prior, subsequent, or similar records.  School for Blind—  zions for Destitute
	Children)			
			·	·
		·	· ·	
			······································	
13.	(For use in Florida.)	Early imprints	(Author)	(Publisher)
	(Place of	publication)	·	(Date of publication)

(Date)

(Form Identification number)

# WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfare - Financial Division (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place (Room#206)
(Name of building, room number, street address)
1. Title Paid Bills = From Hospitals - Destitute and Neglected Children-Reformator (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantitles
Psychopatic Hospital-Maryland League For Crippled Children-Maryland Cont. on line
2. Dates. 1936-1937  (Earliest and latest dates; mlssing dates. Show exact date of breaks)
3. Quantity 2 Cardboard boxes
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling See addenda sheet for labeling.  (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Quarterly statements for Reformatories in Boltimore City (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.  of City Charges for board etc. filed in same boxes containing their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by statements for Hospitals-Institutions for Destitute and Neolected each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached) Children-Psychopatic Hospital-Maryland League For Crippled Children-Maryland School for Blind and City Medical Agency Reports; hept as an office record respecting the distribution of funds; statements headed The Mayor and City Council of Baltimore show name
and address of Reformatory; date, ending of quarter with
WPA Form 12-13HR—Revised (See reverse side) 16-6419

6.	Contents—continued year numbers; number of days and rate, also
	total amount of bill; certification by Financial Supervisor
	as to corrections also certification by Assistant Director,
	respecting persons occepted as proper subjects of municipal aid;
	list of inmotes, showing identification numbers, (contonline)
7.	Arrangement Numerically by quarter of year under name of Reformatory (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
9.	writing Typed on printed form.
	(Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing)  Size of box 11×13×2 4"  (Of record or container. Height, width, thickness or depth. Average number of productions)
	(ducrage 6 sheets per document)
·	
11.	Location by dates and quantities 1936-1937, 2 Cardboard boxes on east wall (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) in Storage room # 206.
12.	Other information Pecords and containers are in excellent condition.
Line 1	(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  Continued from line one School for Blind - City Medical
	Whether record is known to have been kept earlier than dates shown in item 2)  Agency Reports. (Paid Bills from Reformatories)
Line b	Continued from line six - names of inmates, check marks
	(as checked against reports), dates accepted, dates left, numbers
	of days, remarks relating inmotes recaptured, committed by
	Juvenile Court; paroled, in wastady of relative, etc.
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)

(Date)

(Form Identification number)

### WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland	•
	• •
Name of agency or office Department of Public Welfare - Financial Di (Office of custody) (Office which made the record, if different)	vision.
Address of office of custody 327 St. Paul Place (Room# 206)	
(Name of building, room number, street address)	·
1. Title Paid Bills = From Hospitals - Destitute and Neplected Children - Pefor (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with date	matories- es or quantifies
Psychopatic Hospital-Maryland League For Crippled Children-Maryland (1	ine 12)
2. Dates. 1936-1937	
(Earliest and latest dates; mlssing dates. Show exact date of breaks)	
3. Quantity 2 Cord boord boxes.  (Number of volumes; file drawers; file boxes; bundles; other)	
4. Labeling See Addenda sheet for labeling.	
(Explain fully; years; numbers; letters; number of records so labeled)	
5. Discontinued and missing records None.  (If record discontinued, give reason and state whether same information show	
(xx 100010 discontinued, give reason and ocace whether same information show	vn in another
record. Explain why records are missing, if possible)	
6. Contents Monthly statements from Psychopatic Hospital of chard- (Purpose and general nature of record. Principal items of information shown. Summary of forms used in the content of th	
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and da	ites covered by
Department of Public Welfore ; kept as an office record respeced should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out	ting
distribution of expenditures from funds; statement shows nam	eona.
address of hospital; total days billed, total days added, tot	tal days
deducted, number of deducted days, total days allowed,	, rate per
day, total amount of bill, certification of officer in hospi	tal
respecting persons accepted as proper subjects for	municipal
WPA Form 12-13HR-Revised (See reverse side)	16-6419

6.	Contents—continued aid; also shows names of patients, diseases,
	dates admitted, dates discharged, number of days in hospital
	and signature of principal clerk; a summary sheet is ottomed
	to statement, showing name of hospital, month, number of patients
	admitted, number discharged cach day, number of (cont. on line 12)
7.	Arrangement Chron, by month of statement under name of hospital.  (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
8.	Indexing Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Tuped on Orinted Form.  (Handwritten Bandwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing)  Size of box 11x13x24"  (Of record or container. Height, width, thickness or depth. Average number of person documents)
	(Of record or container. Height, width, thickness or depth. Average number of pages of documents)
11.	Location by dates and quantities 1936-1937 2 boxes on east wall in  (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	storage room # 206
12.	Other information Records and containers in good condition.
1	(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  continued from line one School for Blind - City Medical
	Whether record is known to have been kept earlier than dates shown in item 2)  Agency Reports" (Poid Bills - Psychopatic Hospital)
	continued from line 6 potients left in hospital at close of each
	day; statement also bears perforations Paid, with date received
	in Bureau of Disburgements and voucher number of payment.
•	Note: Above records are filed in some boxes that contain
	statements from Hospitals, Institution for Destitute and Neglected
<del>13.</del>	(For use in Florida.) Early imprints Children, Maryland League for Crippled
	Children, Maryland School for Blind and City Medical Agency Reports. (Date of publication)

Line b

Kovaka-	Niedentohl
	ker's fuii name)

5-17-39

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#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland	
Name of agency or office Department of Public Welfare - Financial Divis	ion.
Address of office of custody 327 St. Paul Place (Poom #206)	
(Name of building, room number, street address)	·
1. Title Paid Bills & From Hospitals - Destitute and Neglected Children- Reformate (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dater	Pies-
Psychopatic Hospital-Maryland League For Crippled Children-Maryland Com	
2. Dates 1936 -1937	
(Earliest and latest dates; missing dates. Show exact date of breaks)  3. Quantity 2 Cardboard boxes	
(Number of volumes; file drawers; file boxes; bundles; other)	
4. Labeling See addenda sheet for labeling (Explain fully; years; numbers; letters; number of records so labeled)	
5. Discontinued and missing recordsNone_	
(If record discontinued, give reason and state whether same information show	n in another
record. Explain why records are missing, if possible)	
	· 
6. Contents Quarterly statements from Maryland League for Cripp (Purpose and general nature of record. Principal items of information shown. Summary of forms used in the	led aking record.
their headings, etd. If a very general or miscellaneous record, detailed information as to types of records contained and dat	ES covered by
containing Paid Bills from Hospitals Destitute and Neglected C each should be given Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out	hildren, and attached)
Reformatories, Psychopatic Hospital, Maryland School for Blind and Cil	ty Medical
Agency Reports; kept as an office record respecting distribution	of funds;
statements headed The Mayor and City Council of Baltimo	re, Dr.
showing the name and address of institution, dotcof cr	d of
quarter, year numbers; number of days and rate; tota	s l amount
WPA Form 12-13HR—Revised (See reverse side)	16—6419

6.	. Contents—continued of bill; certif	fication by financial Supervisor for
	contents being correct also	certification by Assistant Director
	respecting persons accepte	d as proper subjects of municipal
	aid; list of children include	identification numbers, names of (cont. on line 12
· 	children, squares provided	for check marks (as checked against reports),
7.	Arrangement Numerically by a	uarter of year
	Indexing None	
	(Self-contained—describe what it shows. If	separate, fill out a form for it, and place cross reference here to that form by.
0	title and identification number)	Large
9.	(Handwritten. Handwritten printed form.	Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered	
10.	Size of box 11"x13"x 24"  (Of record or container. Height, wide	B Documents  th, thickness or depth. Average number of passed documents)
		(Average 6 sheets per document
11.	Location by dates and quantities 1936-19	37. 2 cardboard boxes on east wall in (Róom. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
12.	Other information Records and con	ntainers are in good condition.  Relation to other records. Information on prior, subsequent, or similar records.
Line 1	continued from line one - Sc	hool for Blind - City Medical Agency Reports
	Whether record is known to have been kept earlier than date (Paid Bills - Maryland Lea	es snown in item 2)
Line 6	Continued from line six-	dates accepted, dates left, number
	of days of each child; remo	orks relating child when discharged,
	in whose custody placed.	
13.	(For use in Florida.) Early imprints	(Author) (Publisher)
	······	(A unioner)
	(Place of publication)	(Date of publication)

(Date)

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

D. H.	•• ,	N.A.:		
come Baltimore C	-1 = 4	State Ma	ryland	
Name of agency or office Def	partment of Office of	Public Well custody) (Office which	Forc - Financial made the record, if different	Division
Address of office of custody	327 St. Paul 1		om # 206')	
1. Title Paid Bills=From (Give present full title in	Hospitals - Destit	ute and Negl	ected Children – has had other titles, list the	Reformatories-
Psychopatic Hospit				
2. Dates. 1936-1937			·	
	(Earliest and latest date	s; missing dates. Show	exact date of breaks)	
3. Quantity 2 Card boa		mes; file drawers; file b	oxes; bundles; other)	
4. Labeling See adde	nda sheet for (Explain fully; years	numbers; letters; num	ber of records so labeled)	- <del></del>
5. Discontinued and missing		None		
	(If record disco	ontinued, give reason an	d state whether same infor	mation shown in another
record. Explain why records are m	issing, if possible)			
••	,			· · · ·
6. Contents Monthly (Purpose and gener				
as an office rec	eral or miscellaneous record,	ber of oe detailed information as	rsons 1 ecci V to types of records contai	ned and dates covered by
ments also u each should be given. Unless cont	sed by thi	s office ribed by other Forms 12	for prepar	ind annual be filled out and attached)
reports for th	re Director	of the Depo	artment of	Public Welfore;
show district		•		
registered for	treatment	s this ye	ar, under	respective
headings of Col				•
registered for f	irst time; n	umberof	applicants	registered
WPA Form 12-13HR—Revised	(See r	everse side)		166410

	6.	. Contents—continued in previous yes	er; number of	treatments
		given ot agency; number of	visits made 1	ea applicants
		homes; number of cases refe		• •
		number of cases sent to Baltin	more City Hosp	ital, to other
		hospitals and special dispen	•	
	7.	Arrangement Chron, by month of	report	
	8.	(Chronologically—by what? Nin	nerically—by what? Alphabetically—	-by what?)
		(Self-contained—describe what it shows. If separate, fill	out a form for it, and place cross	reference here to that form by
	۵	title and identification number) Writing Handwritten on f	printed form.	·
	J.	(Handwritten. Handwritten printed form. Handwritten	n printed head. Typed, Typed prin	ted form. Typed printed head.
	10	Printed. Photostat. Other. Give months and years covered by each kind.	<b>A</b>	~~ ~~ ~~ ~~
	10.	. Size o + box. 11 x 13 x 2 4  (Of record or container. Height, width, thickness	or depth. Average number of pages	
		·	(Average 6 Agency	reports per month)
		<u></u>	· 	·
	11.	. Location by dates and quantities 1936-1937,	2 card board t, wall—N. E. S. W., section, bin, sh	boxes on
		eastwall in storage room #	· ·	err, cammet, on moory
	19	. Other information Records and cont	eainers are in do	ad candition
•	. 12.	(Condition of record if not good. Relation to	other records. Information on prio	r, subsequent, or similar records.
Line		Whether record is known to have been kept earlier than dates shown in it	hool for Blind.	City Medicol
		Agency Reports)		
Lineb	•	continued from line six	prescriptions is	sued: signoture
	-	of physician in charge.		
				ı
		•		· · · · · · · · · · · · · · · · · · ·
				·
	12	. (For use in Florida.) Early imprints		
	10.	(	Author)	(Publisher)
		(Place of publication)	(Date of pu	blication)

"Paid Bills - From Hospitals - Destitute and Negketed Children -Reformatories - Psychopatic Hospital - Maryland League for Crippled Children - Md. School For Blind - City Medical Agency Reports"

1 Cardboard box labeled as follows	
Paid Bills From = 1936	
	(Report 122 A)
Destitute and Neglected Children	. 138' 13
Reformatories	13.8 €
Psychopatic Hospital	138 D
Maryland League for Crippled Childre	N 138 B
Maryland School for Blind	138 F
City Medical Agency Reports	137 \$

1 Cordboard box labeled as above with year numbers 1937.

(Date)

(Form identification number)

# WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfare-Financial Division.  (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Pul Place (Rom 206)  (Name of building, room number, street address)
1. Title Service Orders-Pequisitions - Purchase Orders- Cash Vouchers- (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
Surplus Commodity Reports-Reformatory Reports-Correspondence - Old Age or Both) Pension Reports- Mother's Relief Reports." (Service Orders)
2. Dates. 1937 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity / Cardboard transfer case.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling As shown on line one with year numbers 1937.  (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None.
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Service Orders filed in same case containing Requisitions, (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
Purchase Orders, Cash Vauchers, Surplus Commodity Reports, Reformatory their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
Reports, Correspondence, Old Age Pension Reports, Mother's Relief each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached)
Reports; kept as an office record for future reference purposes
respecting expenditures of the various divisions in the
Department of Public Welfare; office copy shows the name
of the Department (D.P.W.); vendor's name and address, date
of order; Service Order number; appropriation account

6.	Contents—continued <u>num</u>	ber, oth	her accoun	nt numbers;	quantity
			· · · · · · · · · · · · · · · · · · ·	,	I.
	and description	•			
	agreement reach	ned cou	ering price	terms, etc.;	delivery
	address; name o	f office	r in Departu	nent by whom	ordered;
		·			
7.	Arrangement Alph. bu	1 nome	s of vendo	rs.	
	None	(Chronologically-	-by what? Numerically	by what? Alphabetically—by w	hat?)
8.	Indexing None.  (Self-contained—describe	what it shows.	If separate, fill out a for	m for it, and place cross refer	ence here to that form by
	title and identification number)	· 		<del>-</del>	
9.	Writing Typed o	n prin	ted form	•	
	Writing Typed o (Handwritten Handw	ritten printed for	m. Handwitten printed	head. Typed. Typed printed f	orin. Typed printed head.
	Printed. Photostat. Other. Give mon		•••		
10.	Size of transfer cas	יב וואוץ	X24"	Approx 2500	
	(Of record or cor	itainer. Height,	width, thickness or depth.	Average number of do	cuments)
		<u>-</u>			
	:				
	·				
11.	Location by dates and quanti	ties 1937	, Cardboa	rd tronsfer c  E. S. W., section, bih, shelf, ca	ase on east
	wall in room #2		(Mooni, Vaul, Wan 1)	. 2. S. W., Section, Din, Shell, Ca	ioniet, on hoor)
		1.	<del>-</del>		
	·	· ·		:     . <del></del>	
10	ou Pasan	اماد ماماد		i overlle t	A 44.
12.	Other information Kecor (Condition			ords. Information on prior, sub	
	·				
	Whether record is known to have been !	kept earlier than d	lates shown in item 2)		
			•	i	
			· · · · · · · · · · · · · · · · · · ·		·
	•				
					·
				•	
				·	
12	(For use in Florida.) Early	imprints			
ıυ.	(2 of about 10 fact, maily	Corrier	(Author)	······································	(Publisher)
	/hl				
	(Place of publication	J		(Date of publicat	ion)

(Date)

(Form Identification number)

# WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfare-Financial Division.  (Office of oustody) (Office which made the record, if different)
Address of office of custody 327 St. Poul Place. (Poom #206)
(Name of building, room number, street address)
1. Title Service Orders - Requisitions - Purchase Orders - Cash Vouchers-Surplus (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantitles
Commodity Reports-Reformatory Reports-Correspondence-Old Age Pension Reports or both) Mother's Relicf Reports. (Requisitions)
2. Dates. 1937 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity I Cardboard transfer case.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling As shown on line one with year numbers 1937.  (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None.
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Financial Division copies of requisitions for moterials (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
Purchased for the Various divisions in the Dept. of Public Welfare their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
filed in same transfer case containing Service Orders, Purchase each should be given. Unless contents of these records are described by other Forms 12-F3HR, such forms should be filled out and attached)
Orders, Cosh Vouchers, Surplus Commodity Reports, Reformatory
Reports, Correspondence, Old Age Pension Reports and Mother's Relief
Reports; kept as an office record for future reference purposes;
show name of the department; division or the address; date
of requisition; requisition number; comptroller's symbol;
WPA Form 12-13HR—Revised (See reverse side) 18-8419

Other info	ormation Recovery (Condition of Condition of	of record if not good. R	elation to other records.	excellent Information on prior,	wndition. subsequent, or similar record	
Other info	(Condition of	of record if not good. R	elation to other records.	excellent Information on prior,	subsequent, or similar record	
Other info	(Condition o	of record if not good. R	elation to other records.	excellent Information on prior,	condition.	
Other info	(Condition o	of record if not good. R	elation to other records.	excellent Information on prior.	condition.	 5.
Other info	(Condition o	of record if not good. R	elation to other records.	excellent Information on prior,	condition.	3.
Other info	(Condition o	of record if not good. R	elation to other records.	excellent Information on prior,	condition.	 5.
Other info	(Condition o	of record if not good. R	elation to other records.	excellent Information on prior,	condition.	 B.
Other info	(Condition o	of record if not good. R	elation to other records.	excellent Information on prior,	condition.	 5.
Other info	(Condition o	of record if not good. R	elation to other records.	excellent Information on prior,	condition.	 5.
	ormation Record	ds and co	ntainer in	excellent Information on prior.	condition.	 5.
	ormation Pacor	is and co	ntainerin	excollent	enndition	
wall !				~	i et	
Mari	<b>3</b>		·	1 1 1 V		
	in storage			S. W., section, bin, shelf,	cabinet, on floor)	. <del>-=</del> 4
Location	hy dates and auantit	tios 1937 1	cardbaar	l transfor	COLP BA PA	 <del> </del>
		· ,			·	
~140	(Of record or con	tainer. Height, width,	thickness or depth. Ave	rage number of page	documents)	
_	hotostat. Other. Give mont	11 11		learny. 300e	·	- <b></b>
	' (Handwritten, Handwr	ritten printed form. Ha	andwritten printed head	Typed. Typed printed	form. Typed printed head	
Writing	entification number) Typed c	ind hande	uritten o	nprinted	Form,	. <b></b>
A'41 3 ' 1	·					, . <u>-</u>
Indexing .	None		<del>-</del>		ference here to that form by	
Arrangem	nent Numer	ically be	y regulatt	ion numb hat? Alphabetically—by	oers.	<b></b> -
approu	ling officer	· (Bureau !	tend or Dep	t. Head - Dep	ot, of Public We	<u>el</u> fo
	ed and addr	ess where	delivery	was made;	signature	£
prdere						
•	• •		r; cost ac	count num	ber; by who	n
of del	ivery; orde	rnumbe	•	•	dress also da	

(Form identification number

# WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

Coun	Baltimore City State Maryland
Nam	e of agency or office Department of Public Welfore - Financial Division  (Office of custody) (Office which made the record, if different)
Addr	ress of office of custody 327 St, Paul Place. (Room 206) (Name of building, room number, street address)
_	ritle Service Orders-Requisitions-Purchase Orders-Cash Vouchers-Surplus (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	ommodity Reports - Reformatory Reports - Correspondence - Old Age Pension or both) Reports - Mother's Relief Reports " (Purchase Orders)
	Quantity   Card board transfer case
	(Number of volumes; file drawers; file boxes; bundles; other)  Labeling As shown on line one with year numbers 1937.  (Explain fully; years; numbers; letters; number of records so labeled)
5. I	Discontinued and missing records None  (If record discontinued, give reason and state whether same information shown in another
-	record. Explain why records are missing, if possible)
6. 0	Contents Financial Division copies of Purchase Orders of (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
. <u>K</u>	materials purchased for the various divisions in the Dept. of their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	Public Welfare; Kept as an office record for future reference each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
	ourposes respecting costs, terms, etc.; show vendors
	name and address; date of order; to whom delivered;
	date delivery promised; purchase order number; department
	requisition number; comptroller's symbol; cost account
	1 umber, work order number; quantity, unit, description  [See reverse side]  [See reverse side]

6.	Contents—continued of articles and details in regard to
	terms of purchase; price per unit; amount of freight
	charges; bottom of order also shows quantity and date
-	material received (respecting partial deliveries); description
	of articles; date receiving notice forwarded to (cont. on line 12
7.	Arrangement Numerically by Purchase Order numbers.  (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	Indexing None (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Typed and handwritten on printed forms.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of transfer case 11'X12'X24" Approx. 2500 (Of record or container. Height, width, thickness or depth. Average number of personal documents)
	(Or record or container. Height, width, thickness or depth. Average number of peges se documents)
11.	Location by dates and quantities 1937, 1 Cardboard transfer case on east (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
12.	Other information Records and container in excellent condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	continued from line 6 Bureau of
	Disbursements. The above records are filed in same
	transfer case containing Service Orders, Requisitions, Cash
	Vouchers, Surplus Commodity Reports, Reformatory Reports
	Correspondence, Old Age Pension Reports, Mother's Pelief
	Reports.
12	(For use in Florida.) Early imprints
TO.	(Author) (Publisher)
	(Place of publication) (Date of publication)

(Date)

(Form identification number)

# WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

Gounty Baltimore City State Maryland	
	icion
Name of agency or office Department of Public Welfore-Financial Div	131071
Address of office of custody 327 St, Paul Place.	
(Name of building, room number, street address)	
1. Title Service Orders - Requisitions - Purchase Orders - Cash Vouchers - Surp  (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with date	US es or quantities
Commodity Reports - Reformatory Reports - Correspondence - Old Ade Pension Fr	Peports-
Commodity Reports - Reformatory Reports - Correspondence - Old Age Pension Tr or both) Mother's Relief Reports" (Emergency Cosh Vouchers)	1-4
2. Dates. 1937 (Earliest and latest dates; missing dates. Show exact date of breaks)	
3. Quantity / Cardboard transfer case	•
(Number of volumes; file drawers; file boxes; bundles; other)	
4. Labeling As shown on line one with year numbers 1937.  (Explain fully; years; numbers; letters; number of records so labeled)	
5. Discontinued and missing records None.	
(If record discontinued, give reason and state whether same information show	vn in another
record. Explain why records are missing, if possible)	·
6. Contents Financial Division Copies of Emergency Cash Vo  (Purpose and general nature of record. Principal items of information shown. Summary of forms used in respective Cash  their headings, etc. If a very general or miscellaneous record, detailed information as to types records contained and da	
which have been advanced to clients for emergene each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out	and attached)
nept for purpose of adjusting payroll, which amounts ar	c gegneta
from original check and is then re-imbursed to the D	
Public Welfare by Central Payrall Bureau; show vouche	
date cash received; particulars relating receipt from	n the
Dept. of Public Welfare, sum of money (amount shown), in c	och for

6.	. Contents continued emergency need also squares provided for	- <b>-</b>
	check mark opposite A.D.C. and G.P.A, the cotegory of reli	
	referred for; signatures of Investigator by whom reques	
	Field Supervisor by whom approved; Assistant Director by w	•
	approved; name and address of relief client also signature	inc
7.	Arrangement Alph. by Names of relief clients.  (Ohronologically—by what? Numerically—by what? Alphabetically—by what?)	
8.	Indexing None.	
	(Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that form	у
	title and identification number)	
9.	. Writing Handwritten on printed forms.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.	d.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)	
10.	Size of tronsfer case 11'x 12'x 24"  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)	
	(Of record or container. Height, width, thickness or depth. Average number of pages or documents)	
11.	. Location by dates and quantities 1937, I transfer case on east wall in (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)	
	storage, room #206.	
12.	Other information Kecords and container in excellent condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.	 1a
	Whether record is known to have been kept earlier than dates shown in item 2)	
	continued from line 6 - of relief client; on	
	reverse side of voucher, stamped with date when can	h
	was deducted from payroll.	
13.	(For use in Florida.) Early imprints	
	(Author) (Publisher)	
	(Place of publication) (Date of publication)	

# WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

BALTIMOR.	E CITY State MAR	YLAND.
Name of agency or office DERD	RIMENT OF PUBLIC WE	LEARE-EMANGIAL DIN
Tvame of agency of onice	(Office of custody) (Office which made	the record, if different)
Address of office of custody	#32757. PAUL	PLACE.
	(Name of building, room num	
- Conver On	0=00 0=00000000000000000000000000000000	
		RCHASE ORDERS-CASH ad other titles, list them with dates of the state
-SUPPLUS COMMODIT	YREPORTS-REFORMATOI	RYREPORTS-CORRESPOND-
EN GE-OLDAGE PENS	ONREPORTS-MOTHERS	REWEFREPORTS
2. Dates. 1937	(Earliest and latest dates; missing dates. Show exac	PLUS COMMODITY REPORTS t date of breaks)
3. Quantity I, CARDBOA	ARD TRAINSFER CASE (Number of volumes; file drawers; file boxes;	po
	•	
4. Labeling AS SHOWN	(Explain fully; years; numbers; letters; number of	FAR NUMBERS, 1937. of records so labeled)
5. Discontinued and missing reco	MANA	
	(If record discontinued, give reason and sta	te whether same information shown in another
record. Explain why records are missin.	g, if possible)	
	•	
6. Contents CONTIAINS (Purpose and general na	SURPLUS COMMODIT ture of record. Principal items of information show	V. STATEMENT TS OF.
	EYAREUSEDEORY or miscellaneous record, detailed information as to t	
· · · · · · · · · · · · · · · · · · ·		
	of these records are described by other Forms 12-13H	<b>▼</b>
OF SURPLUS C	COMMODITIES AUD	MABLEFOR DIS-
TRIBUTIONA	ADARE FILED BY	D.P.W. FOR FUT.
UREREFEREN	ICE. COMMODITY	STATE MENT SHOWS
DISTRIBUTION	WAREHOUSE, AND	ADDRESS, DATE
OFDISTRIBUTIO	ON KIND OF COMMI	DOITY, AND WEEK
WPA Form 12-13HR—Revised	(See reverse side)	166419

6.	6. Contents—continued OF DF LIVERYES	, DISTRICT NUML	gers,
	AMOUNT OF COMMODITY U	NITS, WEIGHT AL	VDTOTALS.
	·		
		·	
7.	. Arrangement CHRONO, BY DATE (Chronologically—by what? Num	OF STATE MENT	p
	K l m a a m		
0.	(Self-contained—describe what it shows. If separate, fill of	out a form for it, and place cross reference	here to that form by
	title and identification number)	· 	
9.	Writing TYPED ON PLBIN PA (Handwritten. Handwritten printed form. Handwritten	PER.	
	(Handwritten. Handwritten printed form. Handwritten	printed head. Typed. Typed printed form.	Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind		·
10.	. Size OF TRANSFER CASE //	or depth. Average number of pages or docume	PROX.14
		·	·
			:
11.	. Location by dates and quantities 1937: 3	TRANSFER CASS t, wall—N. E. S. W., section, bin, shelf, cabine	ton floor)
	ENSHELF, AGAINST EAS		
	ROOM, ROOM#206.	<del>-</del>	
12.	. Other information CONDITION OF RECOGNITION OF RELATION to	CORD & CONT/91N/= other records. Information on prior, subsequ	ent, or similar records.
	Whether record is known to have been kept earlier than dates shown in ite	em 2)	
		·	
	<u> </u>	·	·
		·	
13.	. (For use in Florida.) Early imprints		
		Author) (Pu	blisher)
	(Place of publication)	(Date of publication)	

139-F

(Form identification number)

# WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE CITY State MARYLAND.
Name of agency or office <i>DEPARTMENT OF PUBLIC WELFARE EININCIALUIV</i> (Office of custody) (Office which made the record, if different)
Address of office of custody 7327. ST. POUL PLACE.
Address of office of custody #327.57. Poul Place.  (Name of building, room number, street address)
er .
1. Title SER VICE ORDERS - REQUISITIONS - PURCHASE ORDERS - CASA (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
VALCHERS-SURPLUS COMMODITY REPORTS-REFORMATORY REPORTS-RESPONDENCE-OLDAGE PENSION REPORTS-MOTHERS RELIEF
2. Dates. 1930-1937 (INC.) REPORTS (OLD REFORMATORY (Earliest and latest dates; missing dates. Show exact date of breaks) REPORTS.
3. Quantity 1, CARDBOARD TRANSFER CASE.  (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling ASSHOVYN ON LINE ONE WITH YEAR NUMBERS 1937 (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records(If record discontinued, give reason and state whether same information shown in another
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTRINS MONTHLY REDORTS OF THE CONTRING SOURCE OF THE SENIOR STEADER PUBLISHED BY THE SENIOR STEADER OF TEXTS OF THE SENIOR STEADER O
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
OF ALL REBORMATORY REPORTS (I.E.). THEY ARE KEDT
FORTHE PURPOSE BY D.P.W. OF ACCOUNTING THE
NUMBER OF INNIPPES RETAINED AND RELEASED
FROM REFORMATORIESANDFOR OFFICEREFER
EMCE. REFORMATORY REPORT SHOWS NAMES OF

	· 		·	·
11.	Location by dates and	d quantities 1930	-/937: ON AVI	CODENSIJELE, ction, bin, shelf, cabinet, on floor)
	AGAINST E	AST MALL	OFRECORDS	STOREROOM,
	ROOM# 2	06.		
12.	Other information	CONDITION	OF RECORD SA	EQUIDINENT GOOD.
A	CONTINUED	•	<i>a</i> 3	nation on prior, subsequent, of similar records. V) NUMBER RFTURIV
Q		have been kept earlier than da	tes shown in item 2)	,
				ONI MITTEDAND TOTAL
	IN MARYLA	ND WORK 5,	HOPFOR BLIN	<u> </u>
		•		•
	<u></u>	* · ·		
				·
			·	
		·		
	(17)			
13.	(For use in Florida.)	Larly imprints	(Author)	(Publisher)
	(Place of	publication)	***************************************	(Date of publication)
	·	•		- e

# WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

	BALTIMORE GITY State MARYLAND.
Name o	of agency or office DEPARTMENT OF PUBLIC WELFORF-FINANCIAL DIV.  (Office of custody) (Office which made the record, if different)
Addres	ss of office of custody #327. ST. PAUL PLACE. [ROOM 20] (Name of building, room number, street address)
1. Tit	tle SERVICE ORDERS-REQUÍSITIONS-PURCHASE ORDER. (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	ASH VOUCHERS-SURPLUS COMMODITY REPORTS-REFORMATO EMORTS-CORRESPONDEINCE-OLD AGE PENSION REPORTS tes. 1937(INC)MOTHER'S RELIE FREPORTS. (CORRESPONDENCE) (Earliest and latest dates: missing dates. Show exact date of breaks)
3. Qu	antity 1, CARD BOARD TRANSFER CASE (Number of volumes; file drawers; file boxes; bundles; other)
	beling AS SHOWN ON LINE ONE WITH YEAR NUMBER 1937  (Explain fully; years; numbers; letters; number of records so labeled)  scontinued and missing records  (If record discontinued, give reason and state whether same information shown in another
re	ecord. Explain why records are missing, if possible)
C th	ntents CONTAINS COTERES PONDENCE FROM D.P.W. TO  (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,  PERPIPONS PLSO CORRES PONDENCE FROM  ach should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  PENTAL OF PROPERTIES OFFICE EQUIPATENT,
N	TRINTENANCE OF CHILDREN IN INSTITUTIONS TO RECORD IS KEPT FOR D.P.W. OFFICE REFER
	NCE PURPOSE.

6.	Contents—continued
7.	Arrangement CHRONO. BY DATE OF LETTER (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	A /
0.	Indexing(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing TYPED ON PLAIN PRIBE.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
LO.	Size OF TRANSFETE CASE: // X/Z X 24" APPROX.  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	100 LETTERS IN CASE.
l <b>1.</b>	Location by dates and quantities 1937 - ON MODEN SHELF AGAINST (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  EAST WALL, OF RECORD STORE PROOM, ROOM 206
l <b>2.</b>	Other information CONDITION OF RECORDS CONTININER GOOD  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	NOTE: THE ABOVE RECORDS ARE FILED IN
	SAME TRANSFER CASE CONTAING-SERVICE
	ORDERS-REQUISITIONS-PURCHASE ORDERS-
	CASH VOUCHERS-SURPLUS COMMODITY REPORTS-
	REFORMATORY REPORTS-OLD AGE PENSIONS.
9	(For use in Florida.) Early imprints
.o.	(Author) (Publisher)
	(Place of publication) (Date of publication)

U. S. DOVERNMENT PRINTING OFFICE O 16-6419

KOVAKA-NIEDEN	TOHL. 5-8-8	39. /39
(Worker's full name)	(Date)	(Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE CITY State MARYLAND.
Name of agency or office DEPARTALENT OF PUBLIC WELFARE - FINANCIAL DIV.  (Office of custody) (Office which made the record, if different)
Address of office of custody (Name of building, room number, street address)
1. Title SERVICE ORDERS - REQUISITIONS - PURCHASE ORDERS - CASH  (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantitles  OLDERS - SURPLUS COMMODITY REPORTS - CORRES PONDENCE  Or both)  OLDERGE PENSION REPORTS  (OLDERGE PENSION REPORTS
2. Dates. 1932 - 1.938. (Earliest und latest dates; missing dates. Show exact date of breaks)
3. Quantity 2, CARDBOARD TRANSFER CASE. (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling AS SHOWN ONLINE ONE WITH VEAR WINDERS, 1937, (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTAINS OLD AGE PENSION REIDORTS COVERING  (Purpose and general nature of record. Principal items of Information shown. Summary of forms used in making record.  PERIOD OF A VEAR KEPTEOR THE PURPOSE OF DE- their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
SIONERS. REPORT SHOWS NUMBER OF PERSONS WHO.
RECEIVED PENSIONS DURING LAST MONTH OF EACH
YEAR, TOTAL AMOUNT PAID INPENSIONS DURING
LAST MONTHINEACH YEAR, AVERAGE MONTHLY
ALLOWANCE PER PER SON IN DECEMBER FOR

	(Place of publication) . (Date of publication)
3.	(For use in Florida.) Early imprints(Author) (Publisher)
	Whether record is known to have been kept earlier than dates shown in item 2)
	·
2.	Other information CONDITION OF RECORDS CONTRINER GOO. (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
1.	Location by dates and quantities 1932 To 1938.  CASE ON EAST WALL IN PROM #206
1	Leading by dates and amorbiding 1932To 1979   TRANSFER
	IN CASE.
0.	Size OF TRANSFER CASE: 11 X 12" X 24" 3. REPORTS  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
<i>J</i> .	Writing Type ON MINTOGRAPH FOR MA (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
0	title and identification number)  Whiting TYPED ON MIMEO CRAPH FORM
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
8.	Indexing NONE
7.	Arrangement CHRONO, BY YEAR OF REPORT.  (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	BEROF NEW PENSIONS GRANTED DURING YEAR.
	SIONS DURING YEAR (FROM JAM, TO DEC.) AND NUM-
6.	Contents—continued EACH YEAR, TOTAL AMOUNT PAID IN PEN

139-I.

(Form Identification number)

# WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE	ECITY State MARYLAND.
Name of agency or office DEPAR	TMENT OF PUBLIC WELFARE-FINANCIAL DIV.  (Office of custody) (Office which made the record, if different)
Address of office of custody	(Name of building, room number, street address)
" ,	
1. Title SERVICE ORDE (Give present full title in quotes: as	AS-REQUISITIONS-PURCHASE ORDERS- signed title, if any, in brackets. If record has had other titles, list them with dates or quantities
CASH VOUCHERS-S TORY REPORTS-CORR 2. Dates MOTHERS RELL 2. Dates 1937. (INC.)	URPLUS COMMODITY REPORTS - RECORMS - DESPONDENCE - OLD REPENSION REPORTS - VEIF REPORTS (MOTHERS RELIEF REPORTS). liest and latest dates; missing dates. Show exact date of breaks)
	(Number of volumes; file drawers; file boxes; bundles; other)
	· · · · · · · · · · · · · · · · · · ·
4. Labeling ASSHOWN C	DNLINE ONE WITH VEARNUMBERS 1937.  Explain fully; years; numbers; letters; number of fecords so labeled)
5. Discontinued and missing records	NONE.
<b>5</b>	(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if p	ossible)
	of record. Principal items of information shown. Summary of forms used in making record.
	SE PURPOSE OF THE RECORD IS NEPT (See records are described by other Forms 12-13HR, such forms should be filled out and attached)
FOR D.P.W. OFFIC	EREFERENCE. REPORT SHOWS NUM-
BER OF CHILDRE	EN, AMOUNT OF MONEY ALLOTTED
FOR CURRENT	MONTH, ALSO SHOVNS THE NUMBER
OF FAMILIES, NU	MBER OF CHILDREN AND AMOUNTS
SPENT FOR PREV	LIOUS' MONTHS' BY THE D. P.W.

6.	6. Contents—continued DURING 1937.	for each fac
7	CURONO BY MONTH OF YEAR 1027	
7.	7. Arrangement CHRONO. BY MONTH OF YEAR 1937.  (Chronologically—by what? Numerically—by what? Alphabetically—by what?)	
8.	3. Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by	y
	title and identification number)	
9.	9. Writing TYPED ON PLAIN PAPER. (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head	
	(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head	•
	Printed. Photostat. Other. Give months and years covered by each kind of writing)	
10.	O. Size OF TRANSFER CASE 1/1/X/2/X/4, CONTRINING (Of record or container. Height, width, thickness or depth. Average number of pages or documents)	
	12 REPORTS.	
	1. Location by dates and quantities 1937 (INC) ON WOODEN SHELF, AGAI (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  EAST WALL OF RECORD STORE ROOM—ROOM 220	
12.	2. Other information CONDITION OF RECORDS & CONTRINER GOO  (Condition of record if not good. Relation to other records. Information on prior, subsequent, of similar records.)	
	Whether record is known to have been kept earlier than dates shown in item 2)	
	NOTE: THE ABOVE RECORDS ARE FILED IN SAM.	三
	TRANSFER CASE CONTAING - SERVICE ORDERS - RE	
	QUISITIONS-PURCHASE ORDERS-CASH YOUCHERS-	
	SURPLUS COMMODITY REPORTS-REFORMATORY REPO	273
	CORRESPONDENCE - OLD AGE PENSIONS.	
13.	3. (For use in Florida.) Early imprints	, r
	(Author) (Publisher)	all-ran day
	(Place of publication) (Date of publication)	

(Miscellaneous)

I Card board transfer case labeled as follows

Service Orders."

"Requisitions."

"Purchase Orders."

"Cash Vouchers.

Surplus Commodity Reports.

Old Reformatory Reports.

Correspondence.

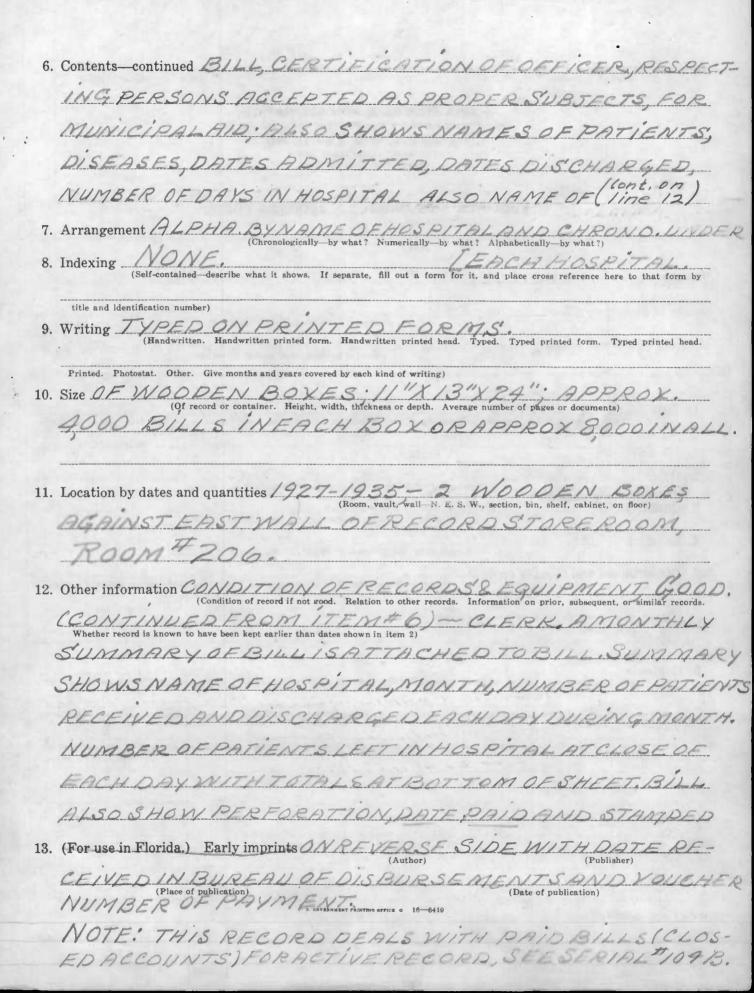
Old Age Pension.

Mothers Relief.

KOYAKA-NIEDENTOHL 5-8-39. #140.
(Worker's full name) (Date) (Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Com BALTIMO	RE CITY State MARY	LAND.
	Office of custody) (Office which made the re	FARE-FINANCIAL D
Address of office of custody	(Name of building, room number, st	reet address)
1. Title PAID (Give present full title in quote	Bill S-HOSPITA	her titles, list them with dates or quantities
or both)  2. Dates. 1927-19	(Earliest and latest dates; missing dates. Show exact date	
	(Number of volumes; file drawers; file boxes; bund	
5. Discontinued and missing reco	(Explain fully; years; numbers; letters; number of reco	9PFR5-1833-1834.
record. Explain why records are missing	g, if possible)	
6. Contents CONTAINS PA	ature of record. Principal items of information shown.	S HOSPITALS AND Summary of forms used In making record,
their headings, etc. If a very general of	or miscellaneous record, detailed information as to types	of records contained and dates covered by
	of these records are described by other Forms 12-13HR, su	
	LL SHOWS NAME AND	
PITAL, TOTAL DE	748 BILLED, TOTALDE	DYSADDED, TOTAL
	O, NUMBER OF BOTUST	
WPA Form 12-13HR—Revised	(See reverse side)	AMOUNTOF 16-6419



(Paid Bills - Hospitals)

2 Wooden boxes labeled as follows

Court Papers 1812-1832 Court Papers 1833-1834

# THE MAYOR AND CITY COUNCIL OF BALTIMORE

Report#138

TO
ADDRESS

DR,

	ADDRESS								
	For board, etc., of City Charges during quarter ending as per the annexed list.					193			
	days	@	·	\$					
	The Department of Public Welfare certifies that the persons for whom these services have been rendered are accepted as proper subjects of municipal aid.								
	Financial Division					Asst. Director			
		LIST	CE RWAYES						
No	name	<b>✓</b>	ACCEPTED	LEFT	DAYS	REMARKS			
1061	John Doc		1/136	5/2/36	121	Paraled to parents			
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# LIST OF INMATES - Continued

No.	NAME	ACCEPTED	LEFT	DAYS	REMARKS
		Total days brought	forward		
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	·			J	
_					•
1					7-7-1-11
• ,					
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141 - A

(Form identification number)

# WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE MICROPICAL PROPERTY 1927

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County BALTIMORE CITY State MARYLAND.
Name of agency or office DEPARTMENT OF PUBLIC WELFARE-FINANCIAL DIV.  (Office of custody) (Office which made the record, if different)
Address of office of custody #327.57 PAUL PLACE (Room 206).  (Name of building, room number, street address)
1. Title PAID BILLS - REQUISITIONS - SERVICE ORDERS - PURCHASE (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantitles  ORDERS"  (REQUISITIONS AND PURCHASE ORDERS
or both) 2. Dates. 1936:
(Earliest and latest dates; mlssing dates. Show exact date of breaks)  3. Quantity
4. Labeling FOR LABELING SEL ADDENDA SHEET ATTACHEO. (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTAINS FINANCIAL DIVISION CORIES OF REQUIS  (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,  1710NS AND PUR CHASE ORDERS FOR MARTERS.  their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
ALPURCHASED FOR VINALOUS DIVISIONS IN THE DEPT. each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
OF PUBLIC WELFARE, FILED IN SAME BOY CONTAINING
PAID BILLS, FROM PSYCHOPATHIC HOSPITAL, CHILD-
REN'S INSTITUTIONS, REFORMATORITS, BL'IND MARKSHOP BLIND (SCHOOL) 1933-1935; ALSO STRVICE ORDERS
1936, THEY ARE KEPT AS AN OFFICE RECORD FOR FUTURE

contents—continued	REFERENC	EPURPOSE	RESPECTING COSTS,
TERMS, ETC	·	<u></u>	·
NOTE: SE	E SERIAL.	9 #13913.18	39C FOR DESCRIPTION
OF FORM.			•
		<del></del>	
arrangement	(Chronologically-	-by what? Numericallyby wh	at? Alphabetically—by what?)
ndexing NON	E		
(Self-contained	l—describe what it shows. I	f separate, fill out a form for	it, and place cross reference here to that form by
	· ·		
Vriting / YPF / (Handwritte	en. Handwritten printed for	m. Handwritten printed head.	Typed. Typed printed form. Typed printed head.
ize <i>OF Box</i> (0f fo	ecord or container. Height,	24", PPRO width, thickness or depth. Avers	DX.4000/N.80X.  age number of pages or documents)
•	·································	·	<del></del>
ocation by dates and	d quantities 193	6- IN CARE	BOARD BOX,ON SHELF
AGRINST E	ASTWAL	(Room. vault, wall—N. E. S.	W., section, bin, shelf, cabinet, on floor)
other information ${\cal C}$	(Condition of record if not go	1F RECORDS od. Relation to other records.	PND CONTAINER GOOD. Information on prior, subsequent, or similar records.
Whether record is known to	have been kept earlier than d	ates shown in item 2)	
NOTE: ABO	VE RECOR	OSFILEDIA	I SAME BOX CON:
TAINING, PI	9/DBILLS =	SERVICE O	PRDERS-PURCHASE
ORDERS.		·	·
		·	
		· <del>-</del>	
	· ·		
For use in Florida )	Early imprints		
For use in Florida.)	Early imprints	(Author)	(Publisher)
	TERMS, ETC.  NOTE: SE  PEORM.  Trangement  Indexing No.	rrangement  (Chronologically- indexing NONE (Self-contained—describe what it shows. In title and identification number)  (Self-contained—describe what it shows. In title and identification number)  (Handwritten. Handwritten printed for the state of the	rrangement  (Chronologically—by what? Numerically—by what dexing None (Self-contained—describe what it shows. If separate, fill out a form for title and identification number)  (riting Type And Handwritten printed form. Handwritten printed head.  Printed. Photostat. Other. Give months and years covered by each kind of writing)  ize OF BOX:  (Of fecord or container. Height, width, thickness or depth. Average occation by dates and quantities 1936—11 CROOM. Average occation by dates and quantities 1936—12 CROOM.  ROOM 206.  ther information CONDITION OF RECORDS.  (Condition of record if not good. Relation to other records.)  Whether record is known to have been kept earlier than dates shown in item 2)  NOTE: ABOYE RECORDS FILED IN

(Form Identification number)

# WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937

1734 NEW YORK AVE. NW. WASHINGTON, D. C.

County BALTIMORE CITY State MARYLAND.
Name of agency or office DEPARTMENT OF PUBLIC MELERRE-FINANCIAL DIV.  (Office of custody) (Office which made the record, if different)
Address of office of custody #327 ST. Phul Place. (Room 206) (Name of building, room number, street address)
1. Title PAID BILLS-REQUISITIONS-SERVICE ORDERS - PURCHASE  (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities  ORDERS  or both)
2. Dates. JAN. 1936-JUNE 1936 (INCLUSIVE). (Earliest and latest dates; mlssing dates. Show exact date of breaks)
3. Quantity 2, CAROBOARD BOX. (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling FOR LABELING SEE ADDENDA SHEET. ATTACHED.  (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
record. Explain why records are missing, if possible)
6. Contents CONTAINS FINANCIAL DIVISION COPIES OF SERVICE (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
ORDERS FOR VARIOUS DIVISIONS OF THE DEPT. PUBLIC their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
WELFARE FILED IN SAME BOY CONTAINING PAIN (3) (4) each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
REQUISITIONS AND PURCHASE ORDERS ANDKEPT AS
AN OFFICE RECORD FOR FUTURE REFERENCE PUR-
POSE RESPECTING EXPENDITURES, SERVICE ORDERS
SHOW NAME OF DIVISION OF (D.A.W.), YENDOR'S WAME
AND ADVRESS DATE OF ORDER SERVICE ORDER NUMBE

	(Place of publication) (Date of publication)
3.	(For use in Florida.) Early imprints(Author) (Publisher)
	7
	ING MAID BILLS - ICE QUISITIONS - PURCHOSE ORDENS
	NOTE: ABOVERECORDS FILED INSAME BOX CONTAIN ING PAID BILLS - REQUISITIONS - PURCHOSE ORDERS
•	ORDERED.
	(CONTINUED FROM ITEM 5) — DEPARTIMENT BY WHOM Whether record is known to have been kept earlier than dates shown in item 2)
2.	Other information CONDITION OF RECORDS & CONTINUER, COODS, (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	OF RECORD STORT ROOM, ROOM 206.
. <b>1.</b>	Location by dates and quantities FROM JANA 936-JUNE 1936 INC., (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  IN CARD BOARD BOX, ON SHELE, ACTIONST INSTUMBLE
1	Total by data and marking EROM TON 1001 Time 1001
	ORDERS INBOX.
.0.	Size OF BOX 11"X 13"X 24", APPROY Z, 500 SFRVICE, (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
9.	Writing TYPED ON PRINTED FORMS.  (Handwritten Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	title and identification number)
8.	(Chronologically—by what? Numerically—by what? Alphabetically—by what?)  Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
7.	Arrangement ALPHA. BY NAME OF VENDOR.
	LIVERY ADDRESS AND NAME OF OFFICER IN (CONTINUED TO ITEM "12)
	MENT REACHED COVERING PRICE, TERMS, ETC. DE-
	OF ARTICLES AND DETRILS IN RECARD TO AGREE-
υ.	ACCOUNT NUMBERS QUANTITY AND DESCRIPTION
6.	Contents—continued APPROPRIATION ACCOUNT NUMBER, OTHER

KOVAKA-NIEDEN	TOHL 5-16-39	141-C.
(Worker's full name)	(Date)	(Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

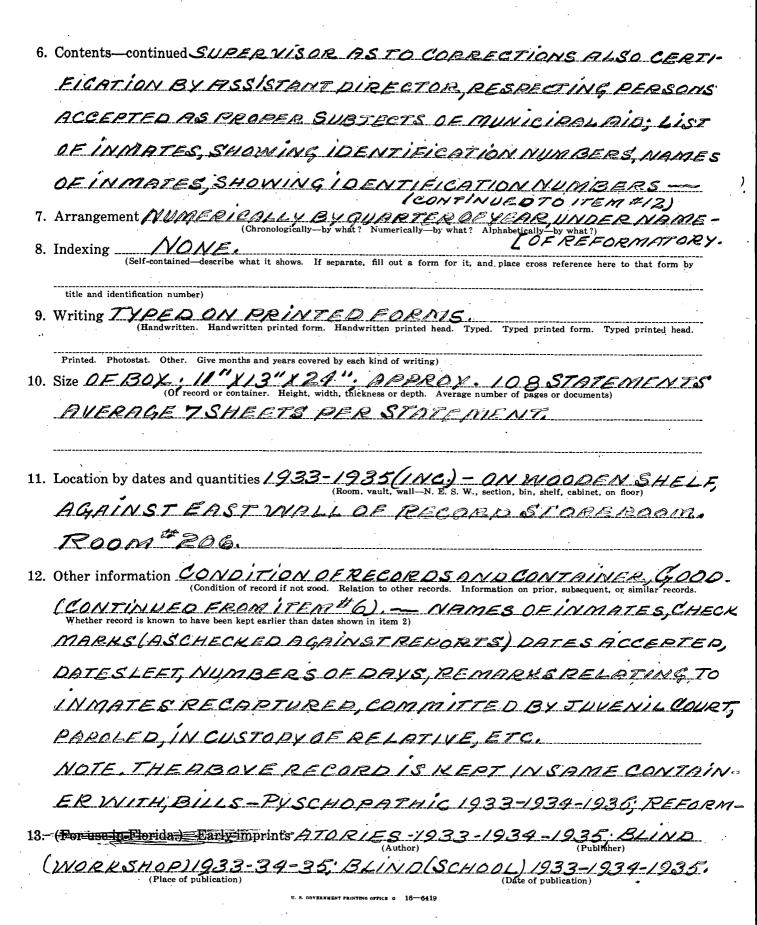
COUNTY BALTIMORE CITY State MARYLAND.
Name of agency or office DEPARTMENT OF PUBLIC WELFARE-FINANCIAL DIV.  (Office of custody) (Office which made the record, if different)
Address of office of custody 327, 57, Paula Plance (Name of building, room number, street address)
1. Title PAID BIALS-REQUISITIONS-SERVICE ORDERS-PUR- (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantitles
CHASE ORDERS" (PAIDBILLE-PSYCHOPATHICHOSPITAL).
2. Dates. 1933-1935 (INCLUSIVE). (Earliest and latest dates: missing dates. Show exact date of breaks)
and the 1 deposition of the same of the sa
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling FOR LABELING SEE ADDENDA SHEET, ATTAGHED.  (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents MONTHLY STATEMENTS FROM PSYCHOPATHIC MOSPITAL (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
OF CHRRGE ACCOUNTS FOR BORRD AND MEDICAL SERVICE REN- their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
DERED TO PATIENTS CERTIFIED BYTHED PWKEPTAS AN each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
OFFICE RECORD RESPECTING DISTRIBUTION OF EXPENDITURES
FROMFUNDS; STATEMENT SHOWS, NAME AND ADDRESS OF
HOSPITAL, TOTAL DAYSBILLED, TOTAL DAYS ADDED, TOTAL DAYS
DEDUCTED, NUMBER OF ROJUSTED DAYS, TOTAL DAYS ALLOWED,
RATE PER PAY, TOTAL AMOUNT OF BILL, CERTIFICATION OF OFFICE

6.	Contents—continued IN HOSPITAL RESPECTING PERSONS ACCEPTED AS
	PROPERSUBJECTS FOR MUNICIPAL AID; ALSO SHOWS NAMES OF
	PATIENTS, DISEASES, DATES ADMITTED, DATES DISCHARGED,
	NUMBER OF DAYS IN HOSPITAL AND SIGNATURE OF PRINCIPAL
	CLERK, ASUMMARY SHEET IS ATTACHED TO STATEMENT - [CONTINUED TO ITEM 412].
	Arrangement CHRONO. By MONTHOESTATE MENT UNDER NAME OF - (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing TYPED ON PRINTED EORIN.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
•	(Mandwillean Mandwillean printed lead. Typed Timed form. Typed printed lead.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF BOX: 11"X 13"X 24" APPROX: 2500 PAID BULLS IN BOX.  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11.	Location by dates and quantities 1933-1936-1110111511E IN CARBOARD BOX, (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	ON SHELF, AGAINST EAST WALLI'N RECORD STOREROOM,
	Room #206.
12.	Other information CONDITION OF RECORDS AND CONTRINER GOOD (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	(CONTINUEDEROM ITEM #6) - SHOWING NAME OF HOSPITAL MONTH, Whether record is known to have been kept earlier than dates shown in item 2)
	NUMBER DEPUTIENTS ADMITTED, NUMBER DISCHARGED EACH DOY,
	NUMBER OF PATIENTS LEFT IN MOSPITAL ATCLOSE OF FACHORY
	STATEMENT ALSO BEARS PERFORATIONS PAID, WITH DATE
•	RECEIVED IN BUREAU OF DISBURSENIENTS AND YOUCHERNUM-
	BER OF PAYMENT NOTE THE ABOVE RECORD IS KEPT IN SOME.
,	CONTAINER WITH BILLS-CHILDRENS INSTITUTIONS-1933-1939-1936
13.	(For use in Florida.) Early imprints REFORMATORIES - 1933-1934-1935, BLIND. (Author) (Publisher)
(	WORKSHOP) 1933-39-35-BLIND (SCHOOL) 1933-34-35, REQUISI-
_7	TIONS AND PURCHASE ORDERS 1936'S ERVICE ORDERS JAN.

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

BALTIMORE CITY State MARYLAND.
Name of agency or office DEPARTMENT OF PUBLIC WELFARE - FINANCIAL DI  (Office of custody) (Office which made the record, if different)
Address of office of custody #327.ST. Phul Place (Room#200) (Name of building, room number, street address)
1. Title 'PAID BILLS-REQUISITIONS-SERVICE OF DERS-PUR (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities  CHASE ORDERS' (PAID BIALS - CHILD PENS INSTITUTION or both)
2. Dates 1933-1935. (INCLUSIVE). (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Z, CARDBOARD BOX.  (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling FOR LABELING SEE ADDENDA SHEET ATTA CINED.  (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTRINS QUARTERLY STATEMENTS FOR CHILDREN'S (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
INSTITUTIONS IN BALTIMONE CITY OF CITY CHARGES their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
FOR BOARD, ETG. KEPT ASAN OFFICE RECORD RESPECT each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  INGTHE DISTRIBUTION OF FUNDS: STATEMENTS HEADED
THE MAYOR AND CITY COUNCIL OF BALTIMORE, SHOW NAME
AND ADDRESS OF INSTITUTION, DATE EINDING DEGUDETER
WITH YEAR NUMBER; NUMBER OF DAYS AND RATE, ALSO
TOTAL AMOUNT OF BILL CERTIFICATION BY FINANCIAL



KOVAKA-NIEDEN	ITOHL 5-17-39.
(Worker's full name)	(Date)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

BALTIMORE CITY State MARYLAND.
Name of agency or office DEPARTMENT OF PUBLIC WELFARE FINANCIAL DIV (Office of custody) (Office which made the record, If different)
Address of office of custody #32757 PAUL PLACE (ROOM 206)
1. Title PAID BILLS - REQUISITIONS' - SERVICE ORDERS - PUR - (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
CHASE ORDERS" (PAID BILLS-BLIND (WORKSHOP), BLIND-
2. Dates. 1933-1935 (INCLUSIVE). (SCHOOL) (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1, CARD BOARD BOX (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling FOR LABELING SEE ADDENDA SHEET, ATTACHED.  (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same Information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTAINS QUARTERLY STATEMENTS, FOR BLIND (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
(WORK SHOP) AND BLIND (SCHOOL) IN BOLT IN ORE their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
AN OFFICE RECORD RESPECTING THE DISTRIBU-
TION OF FUNDS. STATEMENT HEADED MAYOR AND
CITY COUNCIL OF BALTIMORE SHOWS, AMOUNT
OF BILL, NUMBER OF INMATES ACCEPTED, NUM-
BER OF INMATES WHO LEFT INSTITUTION AND

3.	(For use in Florida.) Early imprints	<del></del>	
•	/	~ <del>~~~</del>	
	ATORIES. 1933-1934-193	25	
	CHILDRENSINSTITUTION		1939-1935, REFO
	TRINER WITH; BILLS-P.		,
,	NOTE: THE ABOVE RECORD		
-	Whether record is known to have been kept earlier than dates shown in its		
2.	Other information CONDITION OF PERODO (Condition of record if not good). Relation to	PDS PND other-records. Informs	CONTRINER GOOD
	The second of the second		
	AGAINST EAST WALL OF Y		
	Location by dates and quantities 1933-1935 (Room. vauld	(INC.) - C	ON WOODEN SHED
4	UMENTS, AVERAGE 6 SHE	EIN PFR	MOCUMENT.
	Size OF CARBOARD BOY // X (Of record or container. Height, width, thickness)		
	Printed. Photostat. Other. Give months and years covered by each kind		APPRAY 711 DAR-
-	Writing 7 Y PED ON PRINTED FOR (Handwritten. Handwritten printed form. Handwritten	n printed head. Typed.	Typed printed form. Typed printed head.
	title and identification number)  Writing TYPED ON PRINTED F	OR M.S.	·
	(Self-contained—describe what it shows. If separate, fill	out a form for it, and	place cross reference here to that form by
	(Chronologically—by what? Num  Indexing (Self-contained—describe what it shows. If separate, fill	nerically—by what? Alp	ohabetically—by what?)
	Arrangement // UMERICALL Y, BY Q (Chronologically—by what? Num	UARTER C	OF VEAR.
		·	
	UTION AT PRESENT.		

Addenda Shock

Bills - Requisitions - Service Orders - Purchase Orders.

1 Cardboard box labeled as follows

D.P.W. Financial Division

Bills - Psychopathic 1933-1934-1935

Childrens Institutions 1933-1934-1935

Reformatories 1933-1934-1935

Blind (Work Shop) 1933-1934-1935

Blind (School) 1933-1934-1935

Requisitions and Purchase Orders 1936

Service Orders Jan. 1936 - June 1936 incl.

# INDEX OF DEPT POBLIC WELFARE: H. WHALIZATION DIVISION. 327 ST PAUL PLACE.

SERIAL	SERVA Lancopent, delivery and tally align and relating correspondence.	DATE.
NO.	DATES ITTLE OF FERDED	RECORD
145	NOT. 7- 939 AMOUNT, BUT OBLIGHTE THE N SELF TOPAY STIPPLE TO ANOUNT BY PATE IN THE	1926
143	1. OV. 7-1939 PECORD ECASE HISTORION FOR PITALIZATION OF RELIEFCITENTS STATED	1926
	HOSPITALS UNDER DEPT PUBLIC WELFARE)	
144.	NOV. 8-1939 PUBLIC WELFARE, HAS CONTRACT WITH HOSPITALS)	1926
145,	March 8-1929 OBSTETRICA, CACE MIST, RIEC "ACTIVE"	1025
146.	NOV. 9-1939 INSTITUTIONS, BY DEPTION WELFARE PSYCHOPATHIC DIVISION INACTIVE!	1926
147.	Nov. 9-1939 BY DEPT, OF WELFARE-HOCPITALIZATION DIVISION, "ACTIVE"	1926
148.	MON 9-1939 & STATE INSTITUTIONS BY DEPT. PUBLIC WELFARE UNDER CONTRACT. ACTIVE & INACT	41 <
149	YOU. 10-1939 THAT HAVE BEEN RECEIVED, DISCHARGE, DIED OR PAROLED)	1933
	falcore, and pade, 22V ft., in 50 pastaboard brises. Astic Caldge.	
	o rrespondence relating to the activisies of this effice. Filed	
	si roca, purchasa ordera, venchera, delivery alips, sest and Early	
	bolls, requisitations, receiving reporter, classes in the Separtment	
	1977, Continuals Adelate Shoomes, Inadelat, Valy 1958 + Oune	
	Oxforty Bonn (316g. L). (208)	
	critical and of organization communications and market critical of services man recoluting pay. Filed chromologically, Life-attentiv, official, of	
	the of ergentension, regimens, starton, algebraice of dicharathe	
	C tos, in drower of stool filling dade. Orderly Boom (Blanc D).	
	expenditures for organization mediations; also derivablehous relating to the personnel. Filed by subject. (Gides redords,	
	et Seneris, special ordere (local and resimental), physical azarian- tian reports, company fund veschers showing receipts and expendi- tures for reports, company fund vonchars showing receipts and	
	or menthly duty remigra, utacellangums softens, morement orders, arganization and year exchange credit allumances, laundry remelyes,	
1	Fork Houned 252	

and monthly duty rosters, miscellaneous notices, movement orders, organization and post exchange credit allowances, laundry receipts, statements, special orders (local and regimental), physical examination reports, company fund vouchers showing receipts and expenditures for reports, company fund vouchers showing receipts and expenditures for organization activities; also correspondence relating to the personnel. Filed by subject. (Older records, rarely; current records, daily, official.) 9 x 12 folders, 4 ft. 6 in., in drawer of steel filing case. Orderly Room (Bldg. L). (206)

1876. PAYROLLS, 1932 to date. Date, payroll voucher number, name of organization, regiment, station, signatures of disbursing officer and of organization commander; and names, ranks, and serial numbers of service men receiving pay. Filed chronologically. (Frequently, official.)  $4\frac{1}{2}$  x 8 folded sheets, 5 in., in field desk. Orderly Room (Bldg. L). (208)

1877. COMMISSARY ACTIVITY RECORDS, INACTIVE, July 1932 - June 1936. Daily charge sales slips, monthly statements of accounts, daily summary of sales, invitations to bid, contracts, abstracts of bids, requisitions, receiving reports, changes in War Department procurement authority; ice, ration, and savings accounts; tally sheets, purchase orders, vouchers, delivery slips, post and War Department circulars, special orders, memoranda and miscellaneous correspondence relating to the activities of this office. Filed chronologically. (Seldom, official.) Variously sized sheets, folders, and pads, 117 ft., in 52 pasteboard boxes. Attic (Bldg. M). (66)

1878. CCC FILE, 1933 - 1935. Personnel reports, ratings, amounts of pay, allotments, discontinuances of allotments, athletic activities, etc. Filed numerically. (Seldom, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Quartermaster's Office (Bldg. K). (2)

1879. MOTOR VEHICLE RECORD BOOK, Jan. 1933 to date. QMC Form 248, showing from whom vehicle was received, date, registration number, make, operation, maintenance cost, and depreciation. These records are retained only during the life of the truck; when the truck is condemned or salvaged the records are sent to the office of the quartermaster. Filed chronologically. (Frequently, official.)  $6\frac{1}{2} \times 9\frac{1}{2}$  loose-leaf books, 1 in., in drawer of steel filing case. E. Side (Bldg. P). (216)

1880. FURCHASE ORDERS, July 1933 to date. Form QMC 308. Contract, purchase order, and requisition numbers; location, date of purchase, authority number, date of bid, from whom purchased, terms of delivery, where inspected, quantities or unit purchased, description of articles, unit price and total amount of purchase, vouchers, delivery and tally slips and relating correspondence.

O'KEEFE, BICH, NIEDENTHOL.,
(Worker's full name)

(Form identification number)

#### WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

#### **VOLUMES AND UNBOUND RECORDS FORM**

County BALTIMORE CITY State MARYLAND
DVAVE and and the first and an annual an annual and an annual an ann
Name of agency or office DEPT, PUBLIC WELFARE - (HOSPITALIZATION DIVISION)  (Office of custody) (Office which made the record, if different)
Address of office of custody 327 57, PAUL PLACE ROOM 203
(Name of building, room number, street address)
1. Title CARD RECORD OF HOSPITALIZATION BILLS, FOR CLIENTS UNABLE (Give present full title In quotes; assigned title, if any, In brackets. If record has had other titles, list them with dates or quantities
TO PAY FULL AMOUNT, BUT OBLIGHTE THEMSELVES TO PAY STIPULATED OF DOWN T, BY PARTIAL PAYMENT, OVER A PERIOD OF TIME)
Z. Dates / 7.46 = = *
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 2 STEEL OROWERS, AVERAGE 480 TO ORAWS (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling/- QRAWER, PAID BILLS ATO L.E. Y   ORAWER PAID BILLS L.1. TO Z.  (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTAINS A CARD RECARD OF PAID RICHAS FOR HOSPITAL 28 TION (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.  OF CALENTS OF OFFICE OF WELLTARE, CARDS SHOWN NAME Y ADDRESS OF their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
OF PAY OR TERMS OF AGREEMENTS, MONTHLY OR QUARTERLY.
DAY MONTHY YEAR OF ADMITTANCE, DAY, MONTHY YEAR OF DIS-
CHARGE, AMOUNT OF BULL FIND DATE OF PRYMENT.
SEE FORM ATTACHED.
WPA Form 12-13HR—Revised (See reverse side) 16-6419

(See reverse side)

6.	${\bf Contents} \color{red}{} {\bf continued}$				
	Arrangement ALPA	•	BY SUR NAME 0 by what? Numerically—by what? A	•	
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•	(Self-contained	-describe what it shows. If	separate, fill out a form for it, an	d place cross reference her	e to that form by
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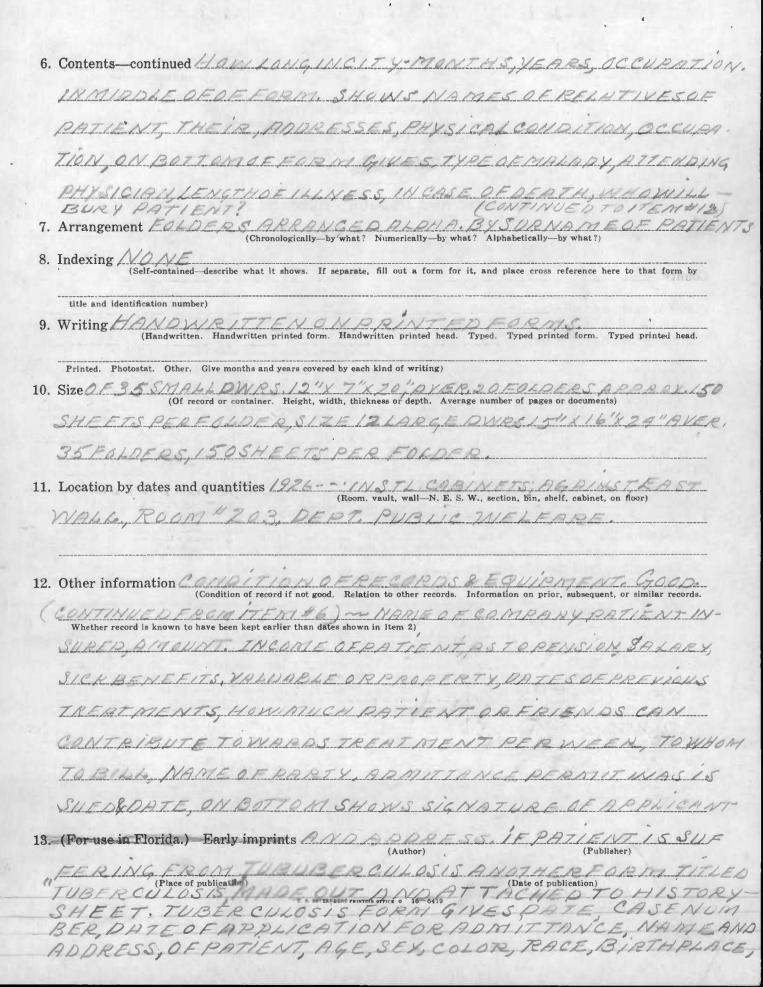
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WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

#### **VOLUMES AND UNBOUND RECORDS FORM**

	DRE CITY State MAK	
Name of agency or office DE	PT. PUBLIC MILE Of Custody) (Office which made	OSPITALIZATION DIV.
Address of office of custody	# 327 ST. PAUL PLACE (Name of building, room num	E. 1800M 203.
1. Title (Give present full title in	DRD OF CASEHISTORY, on quotes; assigned title, if any, in brackets. If record has	had other titles, list them with dates or quantities
	ENTS, SENT TO HOSPITAL	
2. Dates. 1926 [	(Earliest and latest dates; missing dates. Show exactly	chate of breaks)
3. Quantity 2, STL. CABI	(Number of volumes; file drawers; file boxes	
4. Labeling SEE ADD &	(Explain fully; years; numbers; letters; number	
5. Discontinued and missing	records NONE.	ate whether same information shown in another
record. Explain why records are m	nissing, if possible)	
6. Contents CONTAIN (Purpose and gener	S // D/V/D//2/4 HOSP/7 ral nature of record. Principal items of information sho	A CASE HISTORY RECORD wn. Summary of forms used in making record.
	neral or miscellaneous record, detailed information as to	
	tents of these records are described by other Forms 12-131	
et a	FOLDER HISTORYS!	
DIVISION FOR	PM, SHOWS DATE OF AL	PHICATION FORAD.
MITTANCE,	VAME AND ADDRESS	(BOTH PRESENTAND
PREVIOUS) OF	PATIENT, AGE, SEY, COL	OR, RELIGION, MARITAL
STATUS-IF, DIX	IORCEP, WIDOW OR WI	DONIER OR SINGLE
WPA Form 12-13HR-Revised	(See reverse side)	16—6419

(See reverse side)



#143.

LRECORD OF CASEHISTORY, ON HOSPITALIZATION OF RELIEF CLIENTS, SENT TO HOSPITALS UNDER DEPT. PUPLIC WELFARE CONTRACT WITH HOSPITALSOFALL CASES EXCEPT PHYSCHIATRY & MATERNITY

(CONTENTS, ITEMS 6812 CONTINUED)

ADDENDA.

MARITAL STATUS, WIDOW, WIDOWER, OR SINGLE HOW, LONGIN CITY? - YEARS, MONTHS, OCCUPATION, DURA-TION OF COUGH, PRESENT WEIGHT, MAXIMUM WEIGHT, HIS-TORY OF HEMORRHAGE, EXTENT AND LUCATION OF LUNG INVOLEMENT, CHARACTER OFLESION, ISTHE LARYNY LYMPHGLANDS-PERITONEUM-INTESTINES-BONES-GENERAL NERYBUS SYSTEMINIOLNED? JE EXERTREATED PREVIOUSLY IN WHAT INSTITUTION, WHEN AND FOR HOW LONG?, SOURCE OF PAYMENT FOR PREVIOUS TREATMENT? TOWHAT HOS PITAL DOES PATIENT DESIRETOBE ADMITTED, - MUNICIPAL TUBERULOSIS HOSPITAL, STATE SANITORIUM EUROMOOD MT. PLEASBINT SIGNATURE AND ADDRESS OF EXAMING BHYSICIAN RECOMMENDATION BY HEADOF HOSPITAL IZATION DIVISIONTHAT APPLICANT BE PLACEDON WAITING GIST OF THE ABOVE HOSPITALS. SET CITY WAITING HOT FORMI ATTOCKED WITH SIGNATURE. FORMS ATTACHED.

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MDB 11204L

#### CITY OF BAUTIMORE DEPARTMENT OF PUBLIC WELFARE

HISTORY SHEET-HOSPITAL DIVISION DATE OF APPLICATION FOR ADMIT _____ NAME -___ BIRTHPLACE __ AGE ____ SEX ____ COLOR ____ RELIGION ______ MARRIED ___ SINGLE ___ DIVORCED ___ WIDOW ____ WIDOWER _ PRESENT ADDRESS __ HOW LONG PREVIOUS ADDRESS_____ YEARS MONTH'S OCCUPATION HOW LONG IN CITY _ NAMES RESIDENCE PHYSICAL CONDITION OCCUPATION FARNINGS HUSBAND WIFE FATHER MOTHER SONS DAUGHTERS BROTHERS SISTERS OTHERS APPARENT MALADY_ ATTENDING PHYSICIAN __ LENGTH OF PRESENT ILLNESS_ IN CASE OF DEATH WHO WILL BURY PATIENT _ COMPANY IN WHICH PATIENT IS INSURED ___ AMOUNT_.... INCOME OF PATIENT | SALARY | AND SALARY | LANGE | LANG AMOUNT IN BANK OR BLDG. ASSO. DOES PATIENT RECEIVE PENSION. ___ SICK BENEFITS___ ANY VALUABLES OR PROPERTY ___ ANY OTHER INCOME ___ DATES OF PREVIOUS TREATMENTS_ SOURCE OF PAYMENT FOR PREVIOUS TREATMENTS _____ HOW MUCH CAN PATIENT OR FRIENDS CONTRIBUTE TOWARDS TREATMENT_____ PER WEEK _ BILL TO __ ADMIT ISSUED TO ___ ____ DATE___

THE ANSWERS TO ALL OF THE QUESTIONS IN THE AFOREGOING APPLICATION HAVE BEEN GIVEN BY ME AND REPRESENT A FULL AND TRUTHFUL STATEMENT. NAME OF APPLICANT __ ___ ADDRESS ____

## TUBERCULOSIS

•				
No.	Date of application for	or admit,		
Name,	Race	Birthplace,		
Age, Sex, Residence,	Color, Married,	Single,	Widow, How Long?	Widower,
How long in city?	years, months,	Occupation,		
Duration of Cough;	Present weight;		n weight (dat	e),
History of Hemorrhage,		Fever	· _	Pulse,
Extent and location of lung	involvement:	•		
•	•			
Character of lesion,				:
Is the Larynx—Lymph Gla	nds—Peritoneum—Intestines—B	one—General Ne	rvous System	involved?
	Scratch out all except	proper answer.		
If ever treated previously,	in what institution, when, and	for how long?		•
Source of payment for prev	ious Treatment?			
heavy underwear, thick	with heavy overcoat, thick hat stockings, heavy shoes, oversho		•	
mittens?	J.			
To what hospital does pati Eudowood, Mt. Pleasai	ent desire to be admitted: Mu	nicipal Tuberculo	osis Hospital,	State Sanatorium,
				•
Will patient be willing to	go to any other than one des	ired if he is not a	dmitted to his	choice?
I, a registered physician o	f Maryland, have examined the	applicant named	above and have	e caused this form to
be filled out-				
•	(Signed)	-		
•	Address			
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	resented within one week to The nich time instructions will be			
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Pleasant.	•			
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Date,	(Signed)			
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## CITY WAITING LIST

DATE OF APPLICATION	<u> </u>
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CLASS:MALE:FEMALE:INCIPIENT:ADVAN	CED:AGE:
ENTERED SANATORIUM:	
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REMARKS:	

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- handled during month; also any changes in equipment during month. Filed chronologically. (Monthly, official.) 8 x 12 sheets, 1 in., in drawer of steel filing case. Radio Room (Bldg. B). (220)
- 220. INCOMING AND OUTGOING RADIOGRAMS, Jan. 1, 1936 to date. Records of headquarters messages and all kinds of outgoing and incoming messages. These reports are kept six months and then destroyed. Filed chronologically. (Rarely, official.)  $8 \times 8\frac{1}{2}$  sheets, 1 ft., in drawer of steel filing case. Radio Room (Bldg. B). (219)

#### Research Section

- 221. BALLISTIC COMPUTATION AND RESEARCH, 1918 to date. Original drawings and charts of Ballistic Computation Section. Further information not available because of the confidential nature of records. Filed alphabetically and numerically.  $4 \times 6$  alphabetical card index, 40 ft.  $6\frac{1}{2}$  in. (Older records, rarely; current records, daily, official.)  $12\frac{1}{2} \times 26$  and  $26 \times 30$  folders and rolls, 87 ft.  $1\frac{1}{2}$  in., in 48 drawers of steel and wooden filing cases. 1st floor (Bldg. A). (137)
- 222. REPORTS ON RESEARCH WORK AT ABERDEEN PROVING GROUND, 1935 1936. Copies of ballistic reports on research work at Aberdeen Proving Ground. Filed numerically. 8 x 10½ alphabetical index sheet. (Occasionally, official.) 8½ x 11½ folders, 7 in., in drawer of steel filing case. 1st floor (Bldg. A). (136)
- 223. WORKING NOTES, Dates not revealed. Of the Record Division. Further information not available because of the confidential nature of records. (Daily, official.) 9 x 14 folders, 6 in., in drawer of steel filing case. 1st floor (Bldg. A). (138)

#### Reserve Officers' Training Corps

- 224. CHECK BOOK AND VOUCHERS, June 1936 to date. Checks drawn on allotment of camp expenditure, and vouchers supporting same. Filed numerically. (Daily, official.) 10 x 14 and 4 x 6 vols. and folded papers, 1 in., on desk. Mess Hall (Bldg. H). (247)
- 225. MONTHLY MESS ACCOUNT, June 1936 to date. Number of men rationed, ration for the day, daily allowance from company fund, day's income from boarders and other sources, purchases from commissary and Post Exchange, and total cost. Filed alphabetically. (Daily, official.) 10 x 15 loose-leaf book, 2 in., on table. Mess Hall (Bldg. H). (246)
- 226. MISCELLANEOUS FILE, June 1936 to date. Assignments of officers, students, camp attendants, clothing and equipment; also inspections, marksmanship, night firing, payroll, physical examination, ration returns, schedules of instructors and students, and miscellaneous records accumulated during the six-weeks period of training, then filed in Post Headquarters for future use in subsequent camps. Filed alphabetically. (Daily, official.)  $8 \times 10\frac{1}{2}$  folders, 9 in., in drawer of steel filing case. Headquarters Office (Bldg. F). (248)

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RECO	RD OF	CASE	= HISTORY	, ON HOSPITALIZ	ATION, OF	RELIEF CLIEN	TS SENT
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- 95. ACCOUNTING FOR PROPERTY, 1919 to date. Reports of surveys, return on property and supplies, shortage, losses, and damages. Filed alphabetically, numerically, and topically. 4 x 6 alphabetical card index, 141 ft. (Older records, rarely; current records, daily, official.) 8 x 10½ folders, 3 ft. 7 in., in 3 drawers of steel filing case. 1st floor, 2. wing (Bldg. A). (23)
- 96. CORRESPONDENCE ON FUNDS, 1919 to date. Reports of laws and regulations concerning funds, allotments, property accounts, and rations. Filed alphabetically, numerically, and topically. 4 x 6 alphabetical card index, 141 ft. (Older records, rarely; current records, daily, official.) 8 x 10 folders, 7 ft. 1 in., in 5 drawers of steel filing cases. 1st floor, E. wing (Bldg. A). (22)
- 97. SCHOOL APPLICATIONS, 1920. Application forms and correspondence. These records are applications from soldiers entering the military schools; also records of the diplomas received. Filed chronologically. (Rarely, official.)  $8 \times 10\frac{1}{2}$  folders, 7 in., in drawer of steel filing case. Vault (Bldg. I). (150)
- 98. SUMMARY OF CORRESPONDENCE AND RECORDS, 1920 1922. Showing subject and comment. Filed chronologically. (Occasionally, official.) 8 x  $10\frac{1}{2}$  loose-leaf books, 2 ft. 2 in., in 2 drawers of steel filing case. Vault (Bldg. I). (184)
- 99. RESERVE OFFICERS, 1921 to date. Records of Ordnance Reserve Corps, concerning officers appointed to and stationed at this post in case of emergency. Filed alphabetically and numerically. 4 x 6 alphabetical card index, 141 ft. (Occasionally, official.) 8 x 10% folders, 2 ft. 6 in., in 2 drawers of steel filing case. 1st floor, E. wing (Bldg. A). (34)
- 100. RESERVE OFFICERS' TRAINING CORPS, 1921 to date. General reports pertaining to summer camps of the Reserve Officers' Training Corps, organized for six weeks of each year since 1917. Filed numerically and alphabetically. 4 x 6 alphabetical card index, 141 ft. (Older records, rarely; current records, daily, official.) 8 x 10½ folders, 1 ft. 10 in., in 2 drawers of steel filing case. 1st floor, E. wing (Bldg. A). (37)
- 101. TELEGRAMS AND PLANT ORDERS, 1922 1933. Typewritten copies of telegrams; showing name of party to whom telegram is addressed, date, and signature of sender. Plant orders are also included in this file. Filed alphabetically and chronologically. (Occasionally, official.)  $8 \times 10\frac{1}{2}$  loose-leaf books, 9 ft. 4 in., in 5 drawers of steel filing cases. Vault (Bldg. I). (179)

#### Meteorological Service

102. SPECIAL WIND ALOFT DATA, 1918 to date. Form 987 = Local, showing recordings of wind directions and speed, and altitude in meters computed from air soundings; for use in connection with artillery firing programs. Filed chronologically. (Older records, rarely; current records, daily, official.)  $8 \times 10\frac{1}{2}$  bundles, 2 ft., in drawer of steel filing case. Meteorological Room (Bldg. B). (211)

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(Worker's full name)		(Date)	

WPA Form 12-13HR-Revised

(Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.

WASHINGTON, D. C.

#### **VOLUMES AND UNBOUND RECORDS FORM**

County	BALTIMORE CITY State MARYLAND
Name	of agency or office DEPT., PUBLIC WELFARE (HOSPITALIZATION DIVN)  (Office of custody) (Office which made the record, if different)
Addres	s of office of custody 327 ST PAUL PLACE Room #203
,	(Name of building, room number, street address)
1. Tit	le CARD REGORD OF HOSPITALIZATION OF ALL CLIENTS WHERE- (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
1/	DEPT. PUBLIC, WELFARE, HAS CONTRACT WITH HOSPITALS
2. Da	tes. 1926 - (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Qu	antity 6 STEEL CABINETS, DOUBLE DRAWER. (Number of volumes; file drawers; file boxes; bundles; other)
	oeling SER ADDENDO SHEET.  (Explain fully; years; numbers; letters; number of records so labeled)
5. Dis	continued and missing records None (If record discontinued, give reason and state whether same information shown in another
	(If record discontinued, give reason and state whether same information shown in another
re	cord. Explain why records are missing, if possible)
	ntents CONTRINE, CARD INDEX RECORD OF PATIENTS SENT TO HOS- (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,  THE S UNDER CONTRACT WITH CITY, FOR TREATMENT eir headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
<u>C</u> ,	GRD SHOWS: NAME TROORESS OF PATIENT, NAME OF HOSPITAL  ch should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
7	WHICH ADMITTED AND DATE DISCHARGED. PERTINENT INFORMATIO
L	TRANSFERBED FROM CASE HISTORY TO THIS FILE FOR QUICK.
A	CESS TO INFORMATION DESIRED.

(See reverse side)

Condition by dates and quantities 1926 - Room 203  Other information RECORDS YES (Condition of record if not go  Whether record is known to have been kept earlier than d	od. Relation to other records lates shown in item 2)	GOOD.	prior, subsequent, or simi	lar records.
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(Worker's full name) (Date) (Form Identification number)

## WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

#### **VOLUMES AND UNBOUND RECORDS FORM**

County BALTIMORE, C		
Name of agency or office DEA	Office of custon	OPTERNITY DIVN ) (Office which made the record, if different)
Address of office of custody	327 St Paul P1.	Room # 205
	(Name	of building, room number, street address)
f		<i>b</i>
1. Title OBSTETRA (Give present full title in	quotes; assigned title, if any, in bra	Ckets. If record has had other titles, list them with dates or quantities
or both)		
2. Dates. 1935 ·		
		sing dates. Show exact date of breaks)
3. Quantity 3 DOUBLE U	RAWERS 89 FE	OLDERS AVER 100 CASES PER FOLGER le drawers; file boxes; bundles; other)
4. Labeling 1935 1-0RR	WER LAOSIED OBS (Explain fully; years; numi	TETRICS, 1-DRAMER, No., 1-1499  pers; letters; number of records so labeled)
5. Discontinued and missing	records NoNE (If record discontinue	d, give reason and state whether same information shown in another
record. Explain why records are m	issing, if possible)	
PATIENTS, SENT their headings, etc. If a very gene	BY MATERMITY eral or miscellaneous record, detaile FORM 13 10ENTIER ents of these records are described by	s of information shown. Summary of forms used in making record,  ONISION TO HOSPITALS.  d information as to types of records contained and dates covered by  ONISION TO HOSPITALS.  d on information as to types of records contained and dates covered by  ONISION TO HOSPITALS.

(See reverse side)

16-6419

WPA Form 12-13HR-Revised

6.	Contents—continued
	•
7.	Arrangement NUMERICAL, BY CASE No.  (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	The state of the s
8.	Indexing No. M.E. (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing HAND WRITTEN ON PRINTED FORM  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	(Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
n	Size OF CABINET 11/2" x 16" x 24° 89 FOLDERS APPROX 8900 CASE
υ.	Size OF CABINET 1/2" X/6" X 2,4° RGF060RRS APPROX 8900 CASE  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
1.	Location by dates and quantities 1935 of ONE MALL ROOM. 2015 (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
2.	Other information RECORD. TEQUIPMENT-GODA  (Condition of record if not good. Relation to other records. Information on prior; subsequent, or similar records.
	(Condition of record if not good. Relation to other records. Information on prior; subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	CONT'D FROM ITEM #4
	1-DRAWER No. 1500 - 1999, 1-DRAWER, No 3000 - 5099,
	1-DRAWER No. 5100 - 6999, 1-ORAWER NO. 7000-
Q	(For use in Florida.) Early imprints
υ.	(Author) (Publisher)
	(Place of publication) (Date of publication)

DPW 500 A MDB 11204L

## CITY OF BALTIMORE DEPARTMENT OF PUBLIC WELFARE



#### HISTORY SHEET-HOSPITAL DIVISION

	DATE OF APPLI	ICATION FOR ADMIT		
NAME		BIRTHPLACE		
	RELIGIONMARRIE	D SINGLE DIVOR		WIDOWER _
PRESENT ADDRESS		но	W LONG	
PREVIOUS ADDRESS		· · · · · · · · · · · · · · · · · · ·		
· · · · · · · · · · · · · · · · · · ·	,			
HOW LONG IN CITY	YEARS MONTH	SOCCUPATI	on	
NAMES	RESIDENCE	PHYSICAL CONDITION	OCCUPATION	EARNINGS
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WIFE				
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FATHER				
MOTHER	•			
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BROTHERS				
SISTERS			•	
OTHERS				
APPARENT MALADY	<u> </u>			
ATTENDING PHYSICIAN		LENGTH OF PRE	SENT ILLNESS	
	BURY PATIENT			
COMPANY IN WHICH PATIENT	IS INSURED		AMOUNT	
INCOME OF PATIENT   SALAR	Y []	- AMOUNT IN BANK OR	BLDG ASSO	
	10 <u>N</u>	SICK BENE	FITS	
ANY OTHER INCOME	A	NY VALUABLES OR PROPE	RTY	<u> </u>
DATES OF PREVIOUS TREATME	ENTS	· · · · · · · · · · · · · · · · · · ·		
SOURCE OF PAYMENT FOR PRE	EVIOUS TREATMENTS			
HOW MUCH CAN PATIENT OR I	FRIENDS CONTRIBUTE TOWARD	S TREATMENT	_ PER WEEK	
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ADMIT ISSUED TO			F .	

THE ANSWERS TO ALL OF THE QUESTIONS IN THE AFOREGOING APPLICATION HAVE BEEN GIVEN BY ME AND REPRESENT A FULL AND TRUTHFUL STATEMENT.

NAME OF APPLICANT ______ ADDRESS ______

(Worker's full name)

(Date)

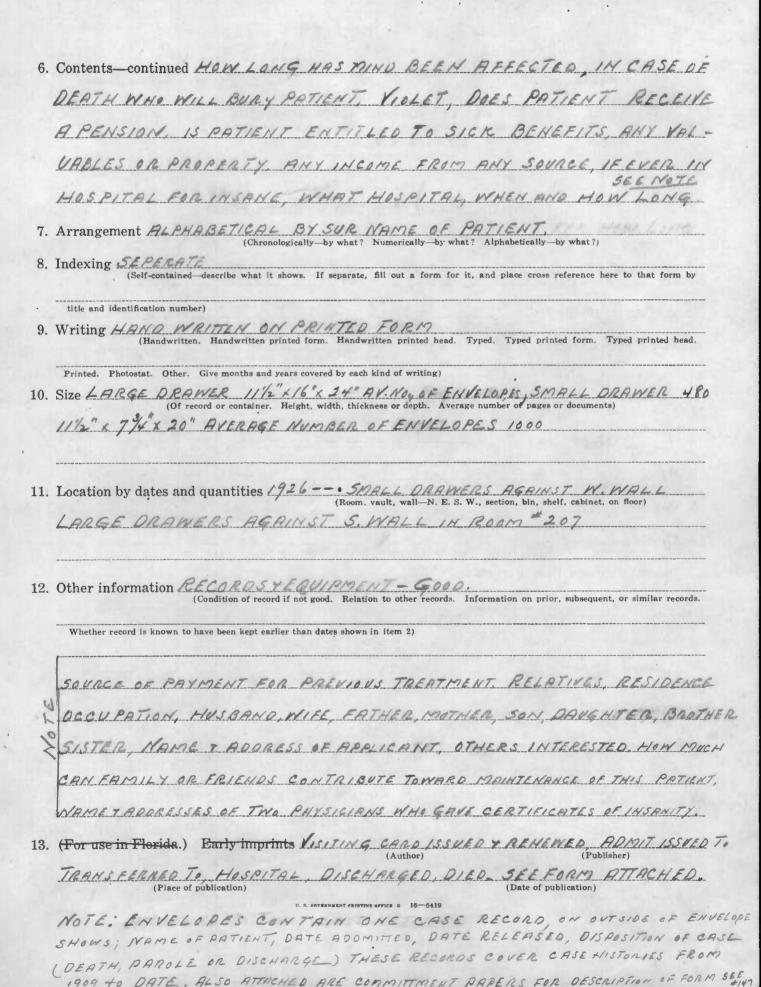
(Form Identification number)

## WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

#### **VOLUMES AND UNBOUND RECORDS FORM**

County BRLTIMORE C	<i>LTY</i> s	tate <i>MARYLAN</i>	0	·
Name of agency or office DEPT	(Office of custody)	Office which made the record	# # # # # # # # # # # # # # # # # # #	OIYN.
Address of office of custody 327.	ST. PAUL PLACE (Name of	building, room number, street	address)	
1. Title CASE HISTORIES  (Give present full title in quote	OF PSYCHOPH  : assigned title, if any, in brack	THIL PATIENTS tets. If record has had other t	SENT To CI	Ty T
STATE INSTITUTIONS, B	Y DEPT., OF WELL	FARE PSYCHOPA	THIC HOSPITA	LIZATION
2. Dates. 1926 •	(Earliest and latest dates; missi	DI VIS	ION_ INACTIU	(E°)
3. Quantity J.3 SMALL DRA	·	E DRAWERS drawers; file boxes; bundles;	•	
4. Labeling SEE ADDENDA		rs; letters; number of records	·	·································
5. Discontinued and missing reco	rds NONE	give reason and state whether		n another
record. Explain why records are missing	if possible)	·	<del></del>	·
6. Contents CONTAINS CAS  (Purpose and general nate their headings, etc. If a very general of the contact that the contact the contact	miscellaneous record, detailed	OEPTH OF WELFH information as to types of re	Cords contained and dates	covered by
DIVISION. THESE CH each should be given. Unless contents of PATIENTS, WHOSE C	f these records are described by	other Forms 12-13HR, such for	orms should be filled out and	i attached)
PAROLEL OR DISCH			•	_
SHOWS, DATE OF A		•		
PREVIOUS ADDRESS	BIRTH PLACE	E . F PATOEN	AGE, COL	.012756,
MARITAL STATUS	HOW LONG 1	N CITY, OCC	UPATION.	



## #146

### CITY OF BALTIMORE DEPARTMENT OF PUBLIC WELFARE

327 ST. PAUL PLACE

#### HISTORY SHEET-PSYCHOPATHIC DIVISION

	,		· · · · · · · · · · · · · · · · · · ·			
			Date of app	lication for adr	nit	
	Name		,	Birthplace		
	Age Sex	Color	Married	Single	Widow	Widower
	Present address		· · ·	How long		
	Previous addresses			"		
	" "					
				nths	0	
	How long in city?  How long has mind	years		ntns	Occupation	
					Violent?	
<del></del>	In case of death, who Does patient receive		ent:	Any volugh	oles or property?	· · · · · · · · · · · · · · · · · · ·
	Is patient entitled to				e from any source?	
	If ever in Hospital		Hospital who			
	n ever in Hospitar	101 Ilisane, what	Hospital, wh	en and for now	rong .	
	Source of payment i	for previous trea	tment?	1,0,0		
	Relatives	tor previous trea	Reside	ence		Occupation
	Husband					
	Wife					
	Father					
	Mother					
	Son					
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	Daughter					
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	D.: (1		•	· · · · · · · · · · · · · · · · · · ·		
	Brother					
-						
	Sister					
	Name of applicant			Residence		·
	Others interested					
	How much can fami	ly or friends con	tribute toward	i maintenance o	this patient?	
	Names and addresse	es of two physici	ane who gave	certificates of	incanity	
-	Traines and addresse	es of two physics	ans who gave	certificates or	illisanity	
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						*** **** **** ****
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	Visiting card issued					
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	Admit issued to	******		•		Hospital
	Transferred to			Died		Hospital

(Over)

		# 146
CASE HISTORIES OF PSYCHOPA	THIC PATIENTS S	ENT TO CITY AND STATE INSTITUTIONS
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1- "		J. F. BAURENSCHMIDT-TO-M. BERMAN
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3		M. BERNEY-TO-C.E. BOLANDER
1- "	н .	) A. BOLARD-TO-G. BRANDT
1-1111111111111111111111111111111111111		J. H. BRANDT-TO-J.E. BROWN
	·	J. W. BRONN-TO- A. BURRELL
	·	
1: SINGLE DRAW	ER LABELED	M. BURRELL-TO- JOHN CAPE
1 11	н -	B. CAPEL - "-MARY CAST
<u> </u>	. 4	D.CASTELLIZZI-"- WA.CLARK
/- "	'1	W.C.CLARK-"-E.J. CONLEY
, / - n	Ü	E. CONLON - " - M. COTTER
<u> </u>		C.COTTMAN- "- J.CURRAN
) — ii	η	J. J. CURRAN- " - ANNA DAWSON
1n	И	EDW. DAWSON-" - C. DAHIEL
1	4]	W.G.DIAMOND-"-J.J. DOORY
/- 11 h	11	M. DONOGHUE-"-CLARA DULL
J 11 11	. 11	A. DULSKI - "-J.P.ELLERS
<u> </u>	11	I. ELLICOTY- " - JOSEPH FAY
14 H	v	VINCENT FAZZI-"-M.E. FISHPAW
1 11	: 11	H. FISKE - "- Jos. Fox
1 11	11	L.FOX = "-E.FUESCH
1 1	n ·	LEE FUHRER-"- M. GENSTLER
1- "	11	A.G. GENT - " - A. GOLOBERG
-   II   II	"	C. GOLDBERG-"- F GRAY
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# WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County BALTIMORE CITY. State MARYLAND	
Name of agency or office DEPT., OF WELFARE, PSYCHOPATHIC HOSPITALIZATION DIVI	<u> 510</u> N
Address of office of custody 327 ST PAGE PLACE ROOM 207	
(Name of building, room number, street address)	
1. Title CRSE HISTORIES OF PSYCHOPATHIC PATIENTS SENT TO CITY & STATE  (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantity	ies
INSTUTIONS, BY DEPT, OF WELFARE HOSPITALIZATION DIVISION ACTIVE	<u>,</u>
2. Dates 1926 •	
(Earliest and latest dates; missing dates. Show exact date of breaks)	
3. Quantity /6 DOUBLE DRAWERS AVER, 1000 ENVELOPES TO DRAWER. (Number of volumes; file drawers; file boxes; bundles; other)	
4. Labeling SEE AODENDA	
(Explain fully; years; numbers; letters; number of records so labeled)	
5. Discontinued and missing records NONE	<u></u>
(If record discontinued, give reason and state whether same information shown in anothe	r
record. Explain why records are missing, if possible)	
6. Contents THIS CONTAINS CASE HISTORIES OF PSYCHOLPATHIC PATIENTS (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered	d,
PAR ACTURE CASES. HISTORY SHEET FORM IS TORNICAL each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attache	
AS USED IN SERIAL # 146 INACTIVE CASES, ATTACHED	
TO MISTORY SHEET ARE COMMITTIMENT CERTIFICATES.	
CERTIFICATE FORM SHOWS: TOP OF FORM IS A CERTIFICATION	* 
OF A PRACTICING PHYSICIAN, GIVING STATUS TO PASS	
TUDGEMENT ON PATIENTS AS TO THEIR MENTAL STATE	

6.	Contents—continued PHYSICIAN REPORT SHOWS, DATE OF EXAMINATION
	SEX, MARITAL STATUS AND COLOR OF PATIENT. ON BOTTOM OF
	CERTIFICATION, HIS STATEMENT, THAT PHYSICIAN UPON EXAMINATION
	HAS FOUND IN HIS APINION, THE PATIENT TO BE OF UNSOUND
	MIND AND, SAID PAILENT TO BE CONFINED IN HOSPITAL OR
7.	Arrangement ALPHABETICAL BY SUB NAME OF PATIENT (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing SEPERATE  (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing HAND WRITEN ON PRINTED FORMS (Handwritten, Handwritten printed form, Handwritten printed head, Typed, Typed printed form, Typed printed head,
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size DOUGLE DRAWER 11/2" x 16" x 2 4" AL. NUMBER OF ENGLOPES 1000  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11.	Location by dates and quantities 1926 AGAINST S. WALL Room 207 (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
, 12.	Other information RECORDS TEQUIPMENT GAR —  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)  INSTITUTION FOR TREATMENT ALSO NAME T ADDRESS OF WEAR SST
	RELATIVE OR GUARDIAN OF PATIENT, WHETHER PATIENT HAD
	OTHER PHYSICAL DEFECTS OR DEFORMITIES AT TIME OF
	EXAMINATION, DATE OF FIRST SYMPTOMS NOTED, WHEN PATIENT
	FIRST BECOME UHABLE TO WORK, WHAT WORK HAS PATIENT
	DONE AND WITH WHAT SUCCESS, IS THE PATIENT SUICIOAL,
13.	(For use in Florida.) Early-imprints HAS PATIENT DELUSIONS AND HALLUCIN (Author) (Rublisher)
	ATIONS, NHICH MAY SEEM DANGEROUS TO PARENT OR OTHERS. (Place of publication)
	WHETHER WAS EVER CONFINED IN INSTITUTION BEFORE, WHETHER
	•
_	THER MEMBERS OF FAMILY SUFFERED FROM MENTAL DISERSES ERTIFICATION FROM EXAMING PHYSICIAN, THAT HE IS NOT RELATED TO



# STATE OF MARYLAND

# BOARD OF MENTAL HYGIENE

BALTIMORE, MARYLAND

# Commitment Certificate

I. On this, 19,	, in the STATE OF MARYLAND,
and in the COUNTY or CITY of	
I,	
Medical College,	
for five years, DO HEREBY CERTIFY that on theday of	•
I personally examined	
male, female, single, married, widowed, white, colored, and do believ	
a character which, in my opinion, requires that the above mentione institution in which the insane are detained for care and treatment	ed person be placed in a hospital or
II. I further certify, that the following information is based on a mentioned patient and on other information obtained from sources	personal examination of the above I believe to be reliable.
The patient's nearest relative or guardian, to be notified in ca	se of emergency, is:
Mr. (s) Address	
The patient showed the following physical defects, deformities amination:	s or injuries at the time of the ex-
	· ·
	•
·	
The patient's mental condition at the time of the examination what the patient said during the examination):	
	·····

The present condition began about: (Date)	•
What were the first symptoms noted?	
	·
What work has the patient done and with what success?	•
When did the patient become unable to work?	
Is the patient suicidal?	
Has the patient delusions or hallucinations which seem dangerous to the patient or othe	
specify.	, .
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Has this patient ever been in an institution for the insane before?	
If so, give name and date.	
What history of-mental disease is there in the patient's family?	
III. I further certify that I am not related, by blood or marriage, to the said	
	and am no
connected as medical attendant or otherwise with the institution in which the above p tained; and that this certificate is signed and made within one week of the examination	
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Signed	M. D.
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No certificate shall be of force which shall be presented for the commitment of any patient more than thirty days after the examination. Art. 59, Sec. 32, An. Code.

Separate certificates, made and signed by two physicians, must accompany each patient committed to any institution as the institution's authority for detaining the patient. Art. 59, Sec. 32, An. Code.

Special provisions are made for voluntary patients. Art. 59, Sec. 38, An. Code.

Patients sent to any State Hospital as charges against any County (or Baltimore City) must be accompanied by an order from the County Commissioners (in Baltimore City, the Department of Public Welfare) authorizing the Superintendent to receive the patient as a charge against the specified County. Art. 59, Sec. 4, An. Code.

CASE HISTORIES OF PSYCHOPATHIC PATIENTS SEND TO	CITY AND STATE INSTITIONS,
By DEPT, OF WELFARE HOSPITALIZATION DIVISION,	"ACTIVE"
LABELING, ITEM#4 CONTINUED	ADDENDA
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E. DORNER - " - D. FAITHFUL	S. FALK - "-L. GABRIEL
L. GAFF - 11 - C. GRATZ -	W. GRATZEL- "-G. HAWKINS
	F. HORNBERGER- " - JAS. JOHNSON
	N. KEENER - "- L.KREJOLE
b 1	S. LIEBOWITZ-"-A. MAC DOUGALL
	W. MENTZEL - "-J.W. MORRISON
J. MACK - "- A. MENN -	
M. MORROW - "-H.F. ORTEL	M. ORTMAN - "-W.J. POOLE
F. POPP - "-M. RHONE	G.ARIAL - "- W.T. RUTH
	M. SCOTT - "-C. SMITH
	E. STEVENSON-"-M. THOMAS
R.L. THOMAS - " - W. WAGNER	4. WAH - "- V. WHEELER
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ROSEWOOD STATE TRAINING SCHOOL.	

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# WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

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# WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

### **VOLUMES AND UNBOUND RECORDS FORM**

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Nam	ne of agency or office DEPF, OF WELFARE (HOSPITALIZATION DIVISION)  (Office of custody) (Office which made the record, if different)
Add	ress of office of custody 327 ST PAUL PLACE 1800M # 307 (Name of building, room number, street address)
	(Name of building, room number, street address)
	Title HOSPITAL REPORTS TO DEPT, OF WELFARE ON PSYCHOPATHIC  (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	PATIENTS, THAT HAVE BEEN RECEIVED, DISCHARGED, DIED 012 PAROLED, or both)
2.	Dates. 1933 = 4  (Earliest and latest dates; missing dates. Show exact date of breaks)
3. (	Quantity 7 Volumes Loose LEAF BIHOER TYPE. (Number of volumes; file drawers; file boxes; bundles; other)
	Labeling SEE ADDENDA
	(Explain fully; years; numbers; letters; number of records so labeled)
<b>5.</b> ]	Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
-	record. Explain why records are missing, if possible)
6. (	Contents CONTAINS WEEKLY HOSPITAL REPORTS, To DEPT, OF WELFARE ON (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
4	PSYCHOPATHIC PATIENTS, THAT HAVE BEEN RECEIVED, DISCHARGED, DIED their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	OR PAROLED. REPORT SHOWS: NAME T FLOORESS OF HOSPITAL OR INSTI- each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
-	TUTION PATIENTS ARE CONFINED, DATE WEEKLY REPORT ENDING, NAME
٤	OF PATIENT, SEX, COLOR, DATE OF RECEPTION IN HOSPITAL, DATE OF
4	LEAVING HOSPITAL, DISPOSITION OF CASE, PAROLED, DISCHARGED, DIED)
	ATTACHED TO WEEKLY REPORT IS AN ENUMERATED COMPOSITE REPORT
4	GIVING THE NUMBE OF MEN, WOMEN Y CHILDREN, THATHAUE BEEN
WPA	Form 12-13HR—Revised (See reverse side) 16-6419
	PAROLEO, DISCHARGED, RETURNED AFTER PAROLE, TRANSFERS

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# CITY OF BALTIMORE DEPARTMENT OF PUBLIC WELFARE

327 ST. PAUL PLACE

	•		327 ST. PAUL PLACE			
Report from				Address		to the
DEPARTMENT OF PUBLIC WE	LFARE	, of Ins	sane Patients, charges of	the City of	Baltimore, recei	ved, discharged, died
and paroled, during the week endi						-
NAME	Sex	Color	Date of Reception in Hospital (If returned from Parole, so state)	Date of Leaving Hospital	Cause of Leaving Cured, Died, Removed (If on Parole, so state)	REMARKS
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SERIAL DATE	TITLE OF PECORD	DATE OF RECORD
1\0V.13-1939	UNDER AID TO BE PENDENT CHILDREN & GENERAL PUBLIC ASSISTANCE)	1936
Nov-13-1939	LNSURANCE ASSIGNMENTS, ON POLICIES HELD BY CLIENTS UNDER OLD AGE PENSION -"COMPLETED CASES")	1936
NoV: 13-1939	LNSURANCE CLAIM ADJUSTMENTS, ON POLICIES, HELD BY CLIENTS, UNDER OLD AGE PENSION, NOW DECEASED")	1936
Nov-16-1939	CLIENTS, UNDER AID TO DEPENDENT CHILDREN & GEN'L PUBLIC ASSISTANCE	1936
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	THEE BY CLIENTS UNDER OLD AGE PENSION, NOW DELEASED)	1936
Nov.17-1939	(DEATH REPORTS OF CLIENTS, UNDER OLD AGE PENSIONS)	1936
Nov-17-1939	(OLD AGE PENSIONERS LEDGER RECORD)	1936
NOV-24-1939	(LIFE INSURENCE ADJUSTMENT RECORDS.)	1935
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	SERIAL DATE NOV:13-1939 NOV:13-1939 NOV:16-1939 NOV:16-1939 NOV:17-1939 NOV:17-1939	SERIAL  DATE  (INSURANCE ADJUSTMENTS; ON POLICIES HELD BY CLIENTS  NOW/3-1939) UNDER AID TO DE PENDENT CHILDREN & GENERAL PUBLIC ASSISTANCE.  (INSURANCE ASSIGNMENTS; ON POLICIES HELD BY CLIENTS  NOV-13-1939) UNDER OLD AGE PENSION—"Completed CASES".  (INSURANCE CLAIM ADJUSTMENTS, ON POLICIES, HELD BY  NOW-16-1939 (LIENTS, UNDER OLD AGE PENSION, NOW DECEASE D")  [CARD INDEX TO INSURANCE ADJUSTMENTS, ON POLICIES, HELD BY  NOV-16-1939 (LIENTS, UNDER AID TO PEPENDENT CHILDREN, SEAN POLICIES, HELD BY  NOW-16-1939 (BY, OLD AGE PENSIONERS,—COMPLETED CASES)  (CARD INDEX TO INSURANCE ASSIGNMENTS, ON POLICIES, HELD  NOW-16-1939 (HELD BY CLIENTS, UNDER OLD AGE PENSION, NOW DECEASED)  NOW-17-1939 (DEATH REPORTS OF CLIENTS, UNDER OLD AGE PENSIONS)  (CLIENTS LEDGER RECORD)  NOW-17-1939 (OLD AGE PENSIONERS, LEDGER RECORD)  NOW-17-1939 (LIENTS UNDER OLD AGE PENSIONS)  (CLIENTS LEDGER RECORD)  NOW-19-1939 (LIENTS UNDER OLD AGE PENSIONS)

also operation supplies used, such as oil, grease, water, kerosene, and lime. Entered chronologically. (Older records, rarely; current records, daily, official.)  $8\frac{1}{2} \times 14$  and  $14\frac{1}{2} \times 17\frac{1}{2}$  vols. (18), 1 ft. 8 in., on closed wooden shelf and on desk. Office (Eldg. Q). (214)

1864. CONSTRUCTION RECORDS FILE, 1921 - 1928. Reports on construction of hospital, non-commissioned officers' quarters, and current training camps of this post. Filed numerically. (Rarely, official.) 10 x 12 bundles, 8 ft., in wooden box. Quartermaster Storeroom (Bldg. K). (11)

1865. PROPERTY RECORDS FILE, 1921 to date. Circular letters and work orders for building and repairs, accounting records of the Quartermaster Corps, for plumbing, roofing, general repairs to quarters, cost reports, abstracts to salvage, etc. Current property records can be found in Quartermaster's office, same building. Filed numerically. (Older records, rarely; current records, daily, official.)  $8\frac{1}{2} \times 10\frac{1}{2}$  bundles, 12 ft. 3 in., in 2 drawers of wooden filing case and in 2 wooden boxes. Quartermaster Storeroom (Bldg. K). (8, 7)

1866. MISCELLANEOUS FILE, INACTIVE, 1924 - 1935. Circular proposals; abstracts of proposals, 1926 - 1932; fuel record, 1926 - 1931; bills of lading, correspondence, special orders, bulletins, authorization for payrolls, reports on the CCC, annual inventories, old memorandum receipts, procurement authorities, etc. Filed numerically. (Rarely, official.) 10 x 12 bundles, 42 ft., in 6 wooden boxes. Quartermaster Storeroom (Bldg. K). (15, 14)

1867. UTILITY RECORDS FILE, 1924 to date. Building and repairs, accounting records of the Quartermaster Corps, for plumbing, woodwork, roofing, general repairs to quarters, cost reports, work orders, contracts, abstracts of salvage, and maps of the post and of utilities. Current utility records can be found in Quartermaster's Office. Filed numerically. (Older records, rarely; current records, daily, official.) 10 x 12 folders, 22 ft. 10 in., in 4 drawers of wooden filing case and in 2 wooden boxes. Quartermaster Storeroom (Bldg. K). (13, 12)

1868. STOCK RECORD CARDS FILE, 1925 - 1928. Stock cards for fuel, forage, commissaries, building materials, cartridges, weapons, plumbing supplies, fire equipment, motor vehicles, etc. Filed numerically. (Rarely, official.) 10 x 12 bundles, 8 ft., in wooden box. Quartermaster's Office (Bldg. K). (6)

1869. SALES RECORDS FILE, 1926 - 1931. Duplicate copies in book form of all Quartermaster sales made through commissary, both cash and charge. Filed numerically. (Rarely, official.) 5 x 8 vols., 30 ft. 6 in., in 3 wooden boxes. Quartermaster's Office (Bldg. K). (9)

(Form identification number)

# WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

<del>©ou</del>	nty BALTIMORE CITY State MARYLAND.
Nar	ne of agency or office DEPT, OF WELFARE, ESTATE DIVISION (Office of custody) (Office which made the record, if different)
Add	ress of office of custody 337.57., PAUL PLACE POOK 210 (Name of building, room number, street address)
	Title (INSURDACE BOYUSEMENTS; ON POLICIES, HELD BY CLIENTS (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	UNDER AID TO DEPENDENT CHILDREN, Y GENERAL PUBLIC ASSISTANCE
2.	Dates. / 9.36 • (Earliest and latest dates; missing dates. Show exact date of breaks)
	Quantity 2 STEEL FIRE ORDINGAS - IS FOLDERS AVER. 20 PAGES TO FOLDER.  (Number of volumes; file drawers; file boxes; bundles; other)
4.	Labeling SEE TIEM (Explain fully; years; numbers; letters; number of records so labeled)
5.	Discontinued and missing records Mone:  (If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
6.	Contents CONTRINS INSURBNCE ADJUSTMENTS TO CLIENTS IN CRIEGORY OF  (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
	"HIO TO DEPENDENT CHILDREH'S GENERAL PUBLIC ASSISTANCE," their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	RECORD SHOWS: Workers of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
	ADJUSTMENT. SEE FORMS ATTACHED"
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6.	Contents—continued				<del>-</del>	·	
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	Indexing SEPAR	OTE - SEA	5 55016	وتدريع يره			
•	(Self-contained-	-describe what it shows.	If separate, fi	ill out a form for	it, and place cross	reference here to that fo	rm by
	title and identification numb	er)			·		
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	Printed. Photostat. Other.	Give months and years co	vered by each ki	nd of writing)			
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j.	(For use in Florida.)	early imprints		(Author)	·	(Publisher)	
	(Place of	publication)			(Date of 1	ublication)	

ne	G.P.A. A.O.C Date
ress	
	WOLKSI
	1. REPORT ON INSURANCE ADJUSTMENT
T	he client has received check for adjustment For
	Deduct for premiums  To be budgeted
(Section Insuranc	below to be filled in by Supervisor and returned to e Advisor)
	11. DISPOSITION OF CASE
1. 2. 3.	Case Continued Reason Relief discontinued From Case Closed Date
	Normal Budget  Give details of how cash is being budgeted below:
	weeks @ Normal Budget \$ Special Items Allowed:
•	
	TOTAL
HEIMTBAG.	
REMARKS:	
REMARKS:	

SUPERVISOR

#### Form 1

NOTICE TO SOCIAL AGENCY Please follow instructions on second sheet and be sure Form is completed before mailing to L.I.A.B., Retain third sheet

# Original to be Forwarded

# LIFE INSURANCE ADJUSTMENT BUREAU

#150 For L.I.A.B. use only L.I.A.B. No.

450 Seventh Avenue, New York, N. Y. Date for your file. Social Agency Case No .... Social Agency Name of Family.....(Last Name) Address ..... (Print) If case sent in before give L.I.A.B. number..... Signed.. 1. Number of persons in family.....la. Color.....la. 2. Datc agency accepted case. 3. Facts to aid in the adjustment: a. Cause of and estimated length of dependency...... b. Health condition of each insured member of family that might affect reinsurability—Good, Fair or Poor.... c. Amount of cash needed immediately and for what.... d. Approximate amount of premiums after adjustment..... Metropolitan POLICY DATA (To Be Copied From Policies) Address.... Address.. Name of District.. City & No. of District..... 9 Liens or Name of Age Stated on Father, Company Met. Pru, or J. H. DATE TO WHICH Kind Waivers Policy Date Premioms are Paid
Obtain from
Premium Book
or receipts * Name Mother, of Policy ≸ of Policy Amount Stamped on Policies Give Amounts and Dates Son, Grandson, etc. Policy

N.B. Explain to clients non-forfeiture values and change from Endowment to Whole Life, with difference in values returned as paid-up endowment policy or cash (SEE HAND BOOK ON LIFE INSURANCE).
 *For other policies see reccipts; state if paid Monthly (M), Quarterly (Q), Semi-annually (S.A.), Annually (A). Give date to which paid.

# To be forwarded attached to First Sheet

# INSTRUCTIONS:

- 1. Group all policies in the John Hancock, Metropolitan and Prudential for each member of the family, placing the father's first, the mother's second, and the children's according to age, after those of the parents. On each individual life, if there is more than one policy, put the oldest policy first, and the succeeding ones according to age of policy, irrespective of the insurance company. ALL policies in these companies must be reported for adjustment.
- 2. See 3-B. If health of any insured member is poor, state nature of impairment or illness.
- 3. See 3-C. Outline the amounts of cash needed for current necessities—food, fuel, clothing and rent.
- 4. It is important that you list fully the correct address of the district office where premiums are paid, or of the district covering the address of the policies that are lapsed. Check with the client as to address and name of Metropolitan district and address and number of Prudential district.

# PLEASE DO NOT WRITE BELOW FOR USE OF L.I.A.B. ONLY

		Poli	icy to Ca	ancel For		Cha	anged to W Paid-up	7. L. or E. @ at 70 or 75	80	Memorandum
Policy To Cont. Yes or No	Paid-Up Value	Yrs.	t. Ins.  Days or  Wks.	With Pure End't	Cash Value	For	Weekly Prem. of	And Paid-up Ins.	And Cash Payt.	
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Form i

### NOTICE TO SOCIAL AGENCY

Please follow instructions on second sheet and be sure Form is completed before mailing to L.I.A B.. Retain third sheet for your file.

# Retain this Copy

# LIFE INSURANCE ADJUSTMENT BUREAU

450 Seventh Avenue, New York, N. Y.

For L.I.A.B. use only L.I.A.B. No.

Date

;	Social Agency		(Print)		•••••			Social Ag	gency Case No	•••••••
	Address(Print)	City						ast Name) (Prin		•
	If case sent in bef	ore give L.I.A	.B. numl	oer			(Print)			
					<del></del>			ker's Name)		
	Number of persons in Facts to aid in the ad		la. Color	••••••••••	•••••	2. Date	agency accepted	case		•••••
a	a. Cause of and estima b. Health condition of	ted length of de	ember of f	amily that						
	c. Amount of cash nee	ded immediately	y and for	what		•••••	•••••		••••	•••••
	l. Approximate amoun Fotal income now, ex									
	etropolitan					CY DAT				
A	ddress				Be Copi	ed From P		<del>-</del> 3		
1	Name of District		·		1			No. of District		
Name o Compan		3 Date	4 Kiud	5 Face Amount	Age	7	Premium  DATE TO WHICH	9 Liens or Waivers	10	11 Father,
Met. Pru, o J. H.	Number	of Issue	of Policy	of Policy	Stated on Policy	Amount \$	Premiums are Paid Obtain from Premium Book or receipts *	Stamped on Policies Give Amounts and Dates	Name of Insured	Mother, Son, Grandson, etc.
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# 151

(Form Identification number)

# WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

- Landau - L	
Gounty BALTIMORE CITY	State MARYLANO
Name of agency or office <b>DEPT. OF WE</b>	(Office of custody) (Office which made the record, if different)
Address of office of custody 327.57, P	AUL PLACE, ROOM 210
	(Name of building, room number, street address)
1. Title ZNSURENCE 45316NM (Give present full title in quotes assigned	ENTS ON PULICIES. HELD BY CLIENTS title, if any in brackets. If record has had other titles, list them with dates or quantities
"UNDER OLD AGE PENSIO	AN - CAMPLETED CASES)
2. Dates 1936 ·	nd latest dates; missing dates. Show exact date of breaks) // DRAWERS
3. Quantity 5 STEEL FILE ORB	WERS RIER, IS FOLDERS, 20 PRGES TO FOLDE Imber of volumes; file drawers; file boxes; bundles; other)
and the same of th	·
(Explain	fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records	f record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible	·
their headings, etc. If a very general or miscellan	PACE ADJUSTMENTS TO CLIENTS UNDER ord. Principal items of information shown. Summary of forms used in making record. Record, detailed information as to types of records contained and dates covered by RS REPORT ATTREMED TO INSURANCE COM-
each should be given. Unless contents of these rec	ords are described by other Forms 12-13HR, such forms should be filled out and attached)
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OLO-AGE PENCION # 151
METROPOLITAN LIFE INSURANCE COMPANY

(INGORPORATED BY	THE STATE OF NEW YORK) . AL	roginic ii
INVESTIGATION ASSIGNMEN	NT OF POLICE, se cicl carrier provides that \$300.0	INDUSTRIAL DEPARTMENT
I herehy revoke any designation here	etofore made of anyeperson to recei	ve the proceeds
of Policy No	yether Metropouran Lape Insurv	INCE COMPANY
on the life of		
For value received, I hereby assign and all sums of money, interest, benefit, a		
thereunder unto		*************
-11	<u></u>	••••••
address: Number Street	City	State
and to	executors, administrators, success	ors, or assigns.
This assignment is subject to any exis INSURANCE COMPANY under this policy and it be filed with and recorded by the Com	nd shall not be hinding upon the	POLITAN LIFE mpany unless
Signature of Witness	Signature of Insured	[SEAL]
I hereby consent to the foregoing ass	signment:	
Signature of Witness	Signature of Premium Pay	[SEAL] er
DATED AT	THISDAY OF	19
Filed and recorded		
This Company assumes no obligation as t and does not pass upon its legality, but case of claim by assignee.		
	METROPOLITAN LIFE INSURANCE	Company,
	***************************************	Secretary.
INST	TRUCTIONS	
Assignments must be made in du	ıplicate.	
After execution, both assignment to the Metropolitan Life Insurar York, N. Y., to be recorded. One v together with the policy.	nce Company, 1 Madison Aver	iue, New
District	DEBIT FILE NUMBER.	· · · · · · · · · · · · · · · · · · ·
FOR HOM	ME OFFICE USE	
Thouked by Dunlings cont to	Data	

Form 3558-May 1936-PRINTED IN U.S.A.

# THE PRUDENTIAL INSURANCE COMPANY OF AMERICA

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NOTE: This assignified the law of the State of New Jerrey. 12, section of the Adipward Daups (superindent estion) Chapter 12, section of the Adipward Daups (superindent estion) Chapter 1, severe New Jersey of Adipward Daups (superindent estion) Chapter 1, section of the Adipward Daups (superindent estion) Chapter 1, section of the Adipward Daups (superindent estion) Chapter 1, section of the Adipward Daups (superindent estion) Chapter 1, section of the Adipward Daups (superindent estion) Chapter 1, section of the Adipward Daups (superindent estion) Chapter 1, section of the Adipward Daups (superindent estion) Chapter 1, section of the Adipward Daups (superindent estion) Chapter 1, section of the Adipward Daups (superindent estion) Chapter 1, section of the Adipward Daups (superindent estion) Chapter 1, section of the Adipward Daups (superindent estion) Chapter 1, section of the Adipward Daups (superindent estion) Chapter 1, section of the Adipward Daups (superindent estion) Chapter 1, section of the Adipward Daups (superindent estion) Chapter 1, section of the Adipward Daups (superindent estion) Chapter 1, section of the Adipward Chapter 1, section of t

ORIGINAL

Affective June 1, 1937, which provides that some old affective For User Only in Connection with Old Age Relief assistance recipients shall remain their property.

Note—The Prudential Insurance Company of America shall not be deemed to have knowledge of this assignment until the original or duplicate is filed at the Home Office of the Company, together with the policy for proper indorsement.

The rules of the Company require that if a policy shall be assigned, the assignment must be in writing. The Company will not assume any responsibility for the validity of an assignment.

Both copies of the assignment should be sent to the Home Office together with the policy, the duplicate to he retained by the Company and the original returned with the policy properly indorsed.

If this assignment shall be canceled, the cancelation must he in writing and the Company shall not be required to notice such cancelation until the original assignment is canceled on the back and forwarded to the Home Office of the Company together with the policy for proper recordation. The Company will not assume any responsibility for the validity of such release.

#### ASSIGNMENT OF POLICY

For Value Received,hereby	assign and transfer unto
	the policy of insurance known as No.
	NSURANCE COMPANY OF AMERICA, upon the life of
and all dividends now due or cred and all benefit and advantage to h the said policy, and to the rules and subject to the lien of the Company to said Company existing at the tin	lited to paid-up additions or which may hereafter accrue thereon, e had or derived therefrom, subject to the terms and conditions of d regulations of said Company. This assignment is made expressly on said policy for any indehtedness of the insured or policyholder ne this assignment is filed with said Company and in making settle-first be deducted all such indehtedness.
Witnesshand and	seal , thisday of
one thousand nine hundred and thi	rty
	(SEAL)
I herehy certify that the above	assignment was signed in my presence by,
to me known to he the individual in known to him the contents thereo	sured under policy No, and after having first made f he thereupon acknowledged that she executed the same as his her d for the uses and purposes therein expressed.
	Company representative or Commissioner of Old Age Security
Agent	District
IND 12806—REV 5-34	PRINTED IN U. S. A. by Prudential Press

#### RELEASE

	Date,, 19
he (or she) has attained to majority according to	is hereby fully canceled.  to The Prudential Insurance Company of America that to the laws of the State in which he (or she) resides, or this form even though majority has not been attained.
	A ssignee
Witness	
THE PRUDENTIAL INSURA	ANCE COMPANY OF AMERICA,
	President
	P <b>er</b>

# THE PRUDENTIAL INSURANCE COMPANY OF AMERICA



Incorporated under the laws of the State of New Jersey

EDWARD D. DUFFIELD, President HOME OFFICE, NEWARK, NEW JERSEY

DUPLICATE

# For Use Only in Connection with Old Age Relief

Note—The Prudential Insurance Company of America shall not be deemed to have knowledge of this assignment until the original or duplicate is filed at the Home Office of the Company, together with the policy for proper indorsement.

The rules of the Company require that if a policy shall be assigned, the assignment must be in writing. The Company will not assume any responsibility for the validity of an assignment.

Both copies of the assignment should be sent to the Home Office together with the policy, the duplicate to be retained by the Company and the original returned with the policy properly indorsed.

If this assignment shall be canceled, the cancelation must be in writing and the Company shall not be required to notice such cancelation until the original assignment is canceled on the back and forwarded to the Home Office of the Company together with the policy for proper recordation. The Company will not assume any responsibility for the validity of such release.

#### ASSIGNMENT OF POLICY

For Value Received,hereby assign as	ıd transfer unto
	the policy of insurance known as No
issued by THE PRUDENTIAL INSURAN	CE COMPANY OF AMERICA, upon the life of
and all dividends now due or credited to p and all benefit and advantage to be had or the said policy, and to the rules and regulati subject to the lien of the Company on said	aid-up additions or which may hereafter accrue thereon, derived therefrom, subject to the terms and conditions of ons of said Company. This assignment is made expressly policy for any indebtedness of the insured or policyholder signment is filed with said Company and in making settleducted all such indebtedness.
Witness hand and seal , the	nisday of
one thousand nine hundred and thirty	<del></del>
· 	(SEAL)
	<del></del>
I hereby certify that the above assignment	nt was signed in my presence by,
to me known to be the individual insured und known to hen the contents thereof he she the free and voluntary act and deed and for the	ler policy No, and after having first made reupon acknowledged that he executed the same as his her uses and purposes therein expressed.
	Company representative or Commissioner of Old Age Security
gent	District
ID 12806-REV 5-34 20-9-37	Printed in U. S. A. by Prudential Press

#### RELEASE

	Date,	, 19
For Value Received, the within assignment is hereby fully Each person executing this release represents to The Pruden he (or she) has attained to majority according to the laws of that he (or she) is empowered by law to execute this form even	tial Insurance Company of An he State in which he (or she)	resides, or
		A ssignee
Witness		,
THE PRUDENTIAL INSURANCE COMP	ANY OF AMERICA,	•
in accordance with its rules, has filed the original of the above	release.	
. •		
		President
•	Per	
Newark, N. J.,, 193	•	

DPW 38 INVESTIGATOR'S INSURANCE REPORT

# OF P. P. CITY OF BALTIMORE

DEPARTMENT OF PUBLIC WELFARE

TYPE OF CASE

WORKER

MDB 13640

327 ST. PAUL PLACE

Nar	ne of Family	(Last Name)		•••••	(Prin			(First Name)	DATE ISS	UED
	lress	•					•			
No.	in Family		Co	lor	•			y accepted case		
Cau	se of and estimated	length of depend	dency	<del></del>	•					
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me of apany: det. u, or . H.	Policy Number	Date of Issue	Kind of Policy	Pace Amount of Policy	Age Stated on Policy	7 Amount	DATE TO WHICH Premiums are Paid Obtain from Premium Book or receipts \$	Liens or Waivers Stamped on Policies Give Amounts and Dates	Name of Insured	Father, Mother, Son, Grandson, etc.
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(Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937

1734 NEW YORK AVE. NW. WASHINGTON, D. C.

	••
County BALTIMONE CITY	State MARYLAND
Name of agency or office DEPT; of Y	VELFARE, ESTATE DIVISION  (Office of custody) (Office which made the record, if different)
Address of office of custody 327 ST.,	PAUL PLACE ROOM *210 (Name of building, room number, street address)
1. Title INSURANCE CLAIM DO JU (Give present full title in quotes : assign	SFMENTS; ON POLICIES, HELD BY CHIENTS VHDER. led title, if any, in brackets. If record has had other titles, list them with dates or quantities
OLD RGE PENSION, No.	W DECEMSED")
2. Dates 1936	and latest dates; missing dates. Show exact date of breaks)  F96066
3. Quantity 3-57EEL FILE 0	RAWERS, 10 FOLDERS TO DRAWER, 150 PAGES PER
4. Labeling SEE ITEM = 12	ain fully; years; numbers; letters; number of records so labeled)
•	
5. Discontinued and missing records A	(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possi	ble)
their headings, etc. If a very general or miscell	NGE BOJUSTINENT OF OLD BGE PENSION ecord. Principal items of information shown. Summary of forms used in making record,  RECARD CONTRINS FORMS BS USED 114 SERIAL aneous record, detailed information as to types of records contained and dates covered by
	SLIP T SINANCIAL STATEMENT FROM FINANCIA records are described by other Forms 12-13HR, such forms should be filled out and attached) RANCE BENEFITS, DUE TO RELATIVES OF
DECERSED, AND TO DEPT., OF	PUBLIC WELFARE AS OF AGREEMENT ENTER
ED INTO, BETWEEN CA	LIENTS AND DEPT, OF PUBLIC WELFARE.

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	title and identification num	ber)		·		
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	Printed. Photostat. Other.	Give months and years	overed by each kind of writ	ing)		
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	(Of r	ecord or container. Heigh	nt, width, thickness or depti	h. Average number o	f pages or documents)	
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	Location by dates and	ST. Room	# 210, DEPT,	of PUBLIC	WELFARE	
					·	:
2.	Other information 4	Condition of record if no	t good. Relation to other a	ecords. Information	on prior, subsequent, or si	milar record
	LABLING COR Whether record is known to	have been kept earlier the	in dates shown in item 2)	zaelizy. VII.	G. STEVE IG. STATE IN	15 6-1900
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9	(For use in Florida.)	Early imprints				
ð.	(ror use in riorida.)	marry imprints.	(Author)		(Publisher)	

Date NOG. 16, 1939

(Form identification number)

WOFKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

Oceanty BALTIMORE CITY State MARYLAND	
Name of agency or office DEPT, OF BURLIE WELFARE ESTATE DIVISION' (Office of custody) (Office which made the record, if different)	
Address of office of custody 327 ST. Park BLACK. Room *210  (Name of building, room number, street address)	
1. Title CARD INDEX TO INSURANCE AD JUSTISENTS, ON POLICIES HELD (Give present full title in quotes; assigned title, if any, in brackets.	)
If record has had other titles, list thom with dates or quantities or both)	ance)
2. Dates /996 (Earliest and latest dates; missing dates. Show exact date of breaks)	
3. Quantity/2 STEEL CARD THOEK DRAWERS, IPON CARDS TO DRAWER (Number of volumes; file drawers; file boxes; bundles; other)	
4. Labeling SEE HODENDA.  (Explain fully; years; numbers; letters; number of records so labeled)	
5. Discontinued and missing records None (If record discontinued, give reason and state	
whether same information shown in another record. Explain why records are	
missing, if possible)	
6. Contents THIS IS A CARO INDEX TO FILES 366 SERIAL # 150  (Purpose and general nature of record. Principal items of information	
RECORD SHOWS: GIVING NAME YADDRESS OF CLIENTS NAME OF I shown. Summary of forms used in making record, their headings, etc. If a very	YORKER
CATEGORY OF REFUEL POLICY No. NAME OF INSURANCE Co. general or miscellaneous record, detailed information as to type of records	
Contained and dates covered by each should be given: Unless contents of these	
	•
records are described by other Forms 12-13HR, such forms should be filled out	
and attached)	
PA FOR: 12-13HRRevised (See reverse side) 16-6419	

6.	Contentscontinued_		
			,
7.	Arrangement #LPHABETICALLY & Chronologically-by what?	BY SUR NAME OF What?	CHIENT, Alphabeticallyby what?)
	Indexing NoNE - THIS IS PAN (Self-contained-describe who		
	and place cross reference here to th	at form by title and id	lentification number)
9.		-	•
	Writing TYPE WRITTEN PRINT (Handwritten. Handwritten pr	inted form. Handwritte	m printed head. Typed.
	Typed printed form. Typed printed	head. Printed. Photos	tat. Other. Give months
	and years covered by each kind of w	riting)	
10.	•		
	Size F/LE DRAWER 5/4" x 4" x (Of record or container. Height,	width, thickness or do	pth. Average number of
	DRAWER APPROX 18000 pages or documents)	CARDS	
11.	Location by dates and quantities /93 (Room	6 ON SHELF /	Y. S/OF ROOM 2/0 ., section, bin, shelf,
	<b>4</b>		
	eabinet, on floor)	1000	
12.	Other information <u>Reconos y Equi</u> (Condition of record	PMENT- GOOD.  I if not good. Relation	n to other records.
	Information on prior, subsequent, c	er similar records. Wh	ether record is known
		•	
	to have been kept earlier than date	es shown in item 2)	
	•		
13.	(For use in Florida.) Early imprints		
		(Author)	(Publisher)
	(Place of publication)	(Date of	f publication)
		(20,200 0)	

Cas	RD INDEX TO INSURANCE ADJUSTMENTS, ON POLICIES HELD BY CO	IPATEI	DNDER
	O DEPENDENT CHILDREN &GENERAL PUBLIC ASSISTANT	,, GW 9 1	7.1108/1
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	DRAWER LABELED A-BO.		
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	" WAR-XVZ.		
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and monthly duty rosters, miscellaneous notices, movement orders, organization and post exchange credit allowances, laundry receipts, statements, special orders (local and regimental), physical examination reports, company fund vouchers showing receipts and expenditures for reports, company fund vouchers showing receipts and expenditures for organization activities; also correspondence relating to the personnel. Filed by subject. (Older records, rarely; current records, daily, official.) 9 x 12 folders, 4 ft. 6 in., in drawer of steel filing case. Orderly Room (Bldg. L). (206)

1876. PAYROLLS, 1932 to date. Date, payroll voucher number, name of organization, regiment, station, signatures of disbursing officer and of organization commander; and names, ranks, and serial numbers of service men receiving pay. Filed chronologically. (Frequently, official.)  $4\frac{1}{6}$  x 8 folded sheets, 5 in., in field desk. Orderly Room (Bldg. L). (208)

1877. COMMISSARY ACTIVITY RECORDS, INACTIVE, July 1932 - June 1936. Daily charge sales slips, monthly statements of accounts, daily summary of sales, invitations to bid, contracts, abstracts of bids, requisitions, receiving reports, changes in War Department procurement authority; ice, ration, and savings accounts; tally sheets, purchase orders, vouchers, delivery slips, post and War Department circulars, special orders, memoranda and miscellaneous correspondence relating to the activities of this office. Filed chronologically. (Seldom, official.) Variously sized sheets, folders, and pads, 117 ft., in 52 pasteboard boxes. Attic (Bldg. M). (66)

1878. CCC FILE, 1933'- 1935. Personnel reports, ratings, amounts of pay, allotments, discontinuances of allotments, athletic activities, etc. Filed numerically. (Seldom, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Quartermaster's Office (Bldg. K). (2)

1879. MOTOR VEHICLE RECORD BOOK, Jan. 1933 to date. QMC Form 248, showing from whom vehicle was received, date, registration number, make, operation, maintenance cost, and depreciation. These records are retained only during the life of the truck; when the truck is condemned or salvaged the records are sent to the office of the quartermaster. Filed chronologically. (Frequently, official.)  $6\frac{1}{2} \times 9\frac{1}{2}$  loose-leaf books, 1 in., in drawer of steel filing case. E. Side (Bldg. P). (216)

1880. PURCHASE ORDERS, July 1933 to date. Form QMC 308. Contract, purchase order, and requisition numbers; location, date of purchase, authority number, date of bid, from whom purchased, terms of delivery, where inspected, quantities or unit purchased, description of articles, unit price and total amount of purchase, vouchers, delivery and tally slips and relating correspondence.

OKEEFE ALP. HAN. J. K. (Worker's full name) (Date)

Nov. 17, 35 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

Cour	THY BALTIMORE CITY State MARYLAND
	of agency or office DEPT. PUBLIC WELFARE, ESTATE DIVISION (Office of custody) (Office which made the record, if different)
\dd:	ress of office of custody 327 ST. PRUL ST. PROM 210 (Name of building, room number, street address)
. !	(Give present full title in quotes; assigned title, if any, in brackets.
	If record has had other titles, list them with dates or quantities or both)
. 1	Dates 1936 •
	Dates 1936 • (Earliest and latest dates; missing dates. Show exact date of breaks)
• (	(Number of volumes; file drawers; file boxes; bundles; other)
. 1	abeling SEE 176 m 4/2 (Explain fully; years; numbers; lotters; number of records so labeled)
I	Discontinued and missing records None (If record discontinued, give reason and state
-	whether same information shown in another record. Explain why records are
	and the state of t
-	missing, if possiblo)
C	ontents CONTRINS DEATH REPORTS, FOR DESCRIPTION, SEE (Purpose and general nature of record. Principal items of information
	shown. Summary of forms used in making record, their headings, etc. If a very
2	general or miscellaneous record, detailed information as to type of records
-	contained and dates covered by each should be given. Unless contents of these
	The company of the control of the co
	records are described by other Forms 12-13HR, such forms should be filled out
	and attached)

Conten	tscontinued					
		STOREST MA		Contract to a		
			WE SWA TIEST	1541		
Arrang	ement ALPHA (Chronologi	BETICAL Cally-by what?	X 37 SUL Numerically-	2 NAME by what? Alp	OF CLIEN	by what?)
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and p	lace cross refere	ence hore to the	at form by tit.	c and ident	ification num	bor)
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and	years covered by	cach kind of wa	riting)	1		
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location	on by dates and o	quantities O//	SHELF, 1, Vault, Wall-	N. WAL	section, bin,	#210 shclf,
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ther	information RE	COROST lition of record	EQUIPM if not good.	ENT- Relation t	Good	ds.
LA Info	SELING CO. prior	NTO FRO	OM ITEI	n#4.	er record is l	7
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For us	se in Florida.)	Early imprints				•
			(Autho	r)	(Publisher)	N
	(Place of publi	cation).		(Date of p	phlication)	

# CITY OF BALTIMORE DEPARTMENT OF PUBLIC WELFARE 327 ST. PAUL PLACE

# 156

MDB 10544

REPORT OF DEATH

PENSIONER		СРВ NO		
ADDRESS	DPW NO			
REPORTED DATE OF DEATH		AT		
•	•		(LOCATION)	
REPORTED BY		RELATIONSHIP	,	
• .	v			·
REPORT RECEIVED BY	(SIGNATURE)		ESTATE [	INVESTIGATOR [
DATE OF DEATH VERIFIED AS	. •	`BY		
DATE OF BEATH VERTILES ASS	(DATE)			
CUT-OFF TICKET EFFECTIVE	<u> </u>	ISSUED BY		
				,
	INFOR	MATION BY MAIL T PHONE T	INTERVIEW	☐ HOME VISIT ☐

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

		<del></del>	
BALTIMOR	E State MAI	EYLAND.	
Name of agency or office OFF			DIVISIO
Address of office of custody ##			
1. Title CARD INDEX (Give present full	TO INSURANCE title in quotes: assigned to	ASSIGNMENTS	= · · · · · · · · · · · · · · · · · · ·
ON POLYCIES HEL	DBY OLD AGE To titles, list them with dates	FNSIONERS-CUI or quantities or both)	APLETED G
2. Dates 1936 — . (Farliest and 1	atest dates; missing dates.	Show exact date of breaks)	<b>-•</b>
Number of vo	fumes; file drawers; file bo	VER 1200 COROS xes; bundics; other)	PERDWA
4. Labeling SEE ADD Explain fully; year	ENDA SHEETS: number	of records so labeled	<del>.</del>
5. Discontinued and missing reco	ords / / // // // (If record discontinued	d, give reason and state	-
	hown in another record. Expl	•	
missing, if possible)			<b>√</b> 
6. Contents Courpose and gener	CARD INDEX. al nature of record. Princip	TO TNS//PANC/ cal items of information	5
ASSIGNATION OF FORMS U			
PENSIUNE PS- C goneral or miscellareous re	coord, detailed information of	s to type of records	194
contained and dates covered	DA DORF STOF	CLIENTS NUM	BER
records are described by of	ther Forms 12-13HR, such form	S should be filled out	ARNER,
MAME OF INSU	RANCE COMP	ANY, NAME OF	BENE-1
WPA FOR 12-13HRRevised	(See reverse side)	16-6419	•

16-6419

	vinued <u>FICIA</u>	EPOLIC.	Y, WHE	RE BURI	ED.
	ALPHA: 13 hronologically-by				
dexing (Self	NONE. 17	4/5/.5/7/V) Do what it shows.	If separate, f	ill out a form for	157).
nd place cr	oss reference here	to that form by	title and identi	fication number)	· .
riting / Hand	written. Handwritt	en printed form.	Handwritten pr	CAPA. inted head. Typed	•
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Typed print	ed form. Typed pri	nted head. Print	ted. Photostat.	Other. Give mon	ths
and years c	overed by each kind	of writing) .		<del></del>	<del></del>
ze of recor	RAWER S d or container? He	ight, width, this	kness or depth.	Average number of	ILER.
pages or do	cuments)	e DRDIM	ER.	· · · · · · · · · · · · · · · · · · ·	
eation by d	ates and quantities	1936	INSTEEL	PARINET	<u></u>
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(CA	RDINDEXT	O INSURANCE	ASSIGNMENTS OF POLICE	IES HELD BY OLD
A	E PENSIONI	ERS-COMPL	ETED CASES)	
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and monthly duty rosters, miscellaneous notices, movement orders, organization and post exchange credit allowances, laundry receipts, statements, special orders (local and regimental), physical examination reports, company fund vouchers showing receipts and expenditures for reports, company fund vouchers showing receipts and expenditures for organization activities; also correspondence relating to the personnel. Filed by subject. (Older records, rarely; current records, daily, official.) 9 x 12 folders, 4 ft. 6 in., in drawer of steel filing case. Orderly Room (Bldg. L). (206)

- 1876. PAYROLLS, 1932 to date. Date, payroll voucher number, name of organization, regiment, station, signatures of disbursing officer and of organization commander; and names, ranks, and serial numbers of service men receiving pay. Filed chronologically. (Frequently, official.)  $4\frac{1}{2}$  x 8 folded sheets, 5 in., in field desk. Orderly Room (Bldg. L). (208)
- 1877. COMMISSARY ACTIVITY RECORDS, INACTIVE, July 1932 June 1936. Daily charge sales slips, monthly statements of accounts, daily summary of sales, invitations to bid, contracts, abstracts of bids, requisitions, receiving reports, changes in War Department procurement authority; ice, ration, and savings accounts; tally sheets, purchase orders, vouchers, delivery slips, post and War Department circulars, special orders, memoranda and miscellaneous correspondence relating to the activities of this office. Filed chronologically. (Seldom, official.) Variously sized sheets, folders, and pads, 117 ft., in 52 pasteboard boxes. Attic (Bldg. M). (66)
- 1878. CCC FILE, 1933 1935. Personnel reports, ratings, amounts of pay, allotments, discontinuances of allotments, athletic activities, etc. Filed numerically. (Seldom, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Quartermaster's Office (Bldg. K). (2)
- 1879. MOTOR VEHICLE RECORD BOOK, Jan. 1933 to date. QMC Form 248, showing from whom vehicle was received, date, registration number, make, operation, maintenance cost, and depreciation. These records are retained only during the life of the truck; when the truck is condemned or salvaged the records are sent to the office of the quartermaster. Filed chronologically. (Frequently, official.)  $6\frac{1}{2} \times 9\frac{1}{2}$  loose-leaf books, l in., in drawer of steel filing case. E. Side (Bldg. P). (216)
- 1880. PURCHASE ORDERS, July 1933 to date. Form QMC 308. Contract, purchase order, and requisition numbers; location, date of purchase, authority number, date of bid, from whom purchased, terms of delivery, where inspected, quantities or unit purchased, description of articles, unit price and total amount of purchase, vouchers, delivery and tally slips and relating correspondence.

WEDENTOHO - KOVAKA-PICH-ONEFFE //-/6-39 \$155 (Worker's full name) (Date) (Form identification number)

WOFKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE CITY State MARYLORNO.
Name of agency or office DFPTOF PUBLIC WELFORE-ESTATE DIVISION (Office of custody) (Office which made the record, if different)
Address of office of custody 32757 Paul 57 Room 210.  (Name of building, room number, street address)
1. Title CARD IMPEX TOTAS MEANCE CLAIM: BOTUST MENTS ON POLICIES HE LED BY CLAENTS WINDER ON BE PENSION If record has had other titles, Mst them with dates or quantities or both
2. Dates 1936 NOW DEGERSED (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Z. STEEL PROMERS File drawers; file boxes; bundles; other) PREPER DWA
4. Labeling JORANIER DECEASED-A-M JOMR DECEASED N-Z
5. Discontinued and missing records (If locord discontinued, give reason and state
whether same information shown in another record. Explain why records are
6. Contents CARD TAIDEN TO TAISHRAMEE CLAIM, (Purpose and general nature of record. Principal items of information)
(Purpose and general nature of record. Principal items of information)  ADJUSTMENTS ON POLICES HIP DESCRIPTS  shown. Summary of forms used in making record, their headings, etc. If a very
general or miscellaneous record, detailed information as to type of records
contained and dates covered by each should be given. Unless contents of these
records are described by other Forms 12-13HR, such forms should be filled out
NAME OF INSURDNEE COMPANY NUMBER:

(Scc reverse side)

16-6419

WPA FORM 12-13HR--Revised

6.	Contents-continued OF POLA 1 CIES, ANOUNT FORID AND
	DATE OF OFATH.
7.	Arrangement Alpha By SIR Name of Propher of Chronologically-by what? Numerically-by what? Alphabetically-by what?)
3.	Indexing NONE-THIS IS BAY TADER TO SERVICE STORE TO SERVICE What it shows. If separate, fill out a form for it,
	and place cross reference here to that form by title and identification number)
€.	Writing / / / / / / / / / / / / / / / / / / /
	Typed printed form. Typed printed head. Printed. Photostat. Other. Give months.
	and years covered by each kind of writing)
	Size OF DRAWER 54 X 9" V 15" S 17 F OF O DAY OF OF record or container. Height, width, thickness or depth. Avorage number of
	3"X5" AVER, 1200 CARDS DER DRAMIER. pages or documents)
•	Location by dates and quantities 1936 INSTEEL CAROLET (Room, vault, wallN.E.S.W., section, bin, sholf,
	BNSHELF AGAINST NORTH MOLL OF TOOM 21
	ESTATE DIVISION, DEPT. OF PUBLIC WELFARI
•	Other information <u>CONDITION OF RECORDS RECONDITION</u> (Condition of record if not good. Relation to other records.
	Information on prior, subsequent, or similar records. Whether record is known
	to have been kept earlier than dates shown in item 2)
	(For use in Florida.) Early imprints (Author) (Publisher)
	§
	(Place of publication) (Date of publication)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECOPDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

CHARLES AND

Gounty Baltimore City State Maryland
Name of agency or office Department of Public Welfore-EstateDi (Office of custody) (Office which made the record, if different)
Address of office of custody Room # 210 - 327 St. Paul Place.  (Name of building, room number, street address)
1. Title (Client's Ledger Record)
1. Title (Clients Ledger Record)  (Give present full title in dotes; assigned title, if any, in brackets.  (Old Age Pensioners Ledger Cards)  If record has had other titles, list them with dates of quartities or both)
2. Dates 1936  (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity   Steel file drawers; file boxes; bundles; other)
4. Labeling Drawer labeled Death Reports - 1938" (Explain fully; years; numbers; letters; number of necords so labeled)
5. Discontinued and missing records (If Yeard discontinued, give reason and state
whether same information shown in another record. Explain why records are
6. Contents Individual card record of cash received  (Purpose and general nature of record. Principal items of information
from matured insurance policies, bank shown. Summary of forms used in making record, their headings, etc. If a very
general or miscellaneous record, detailed information as to type of repords
name of client division (Old Age Pensions) also contained and dates covered by each should be given. Unless contents of these
address of client: Central Payroll Bureau number records are destribed by other Forms 12-13HR, such forms should be filled out
Department of Public Welfore number; date,
PA FOR: 12-13HRRevised (See reverse side) 16-6419

6.	Contents-continued reference to source of receipts
	omounts under heading Receipts; also date,
	voucher numbers, amounts under heading
	Withdrowals.
7.	Arrangement Alphabetically by names of clients: (Chronologically-by what? Humeridally-by what? Alphabetically-by what?)
8.	Indoxing None, (Self-contained-describe what it shows. If separate, fill out a form for it,
	and place cross reference here to that form by title and identification number)
9.	Writing Tuped on printed cards.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
	Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
	and years covered by each kind of writing)
10.	Size of drower 6'x8"14" Approx. 450 cards.  (Of record or container. Height, width, thickness or depth. Average number of
	pages or documents)
11.	Location by dates and quantities 1936 to date 1 steel file drawer (Room, vault, wallN.E.S.W., section, bin, shelf,
	on lower wooden shelf, north wall in room #210.  cabinet, on floor)
12.	Other information Records and container in excellent (Condition of record if not good. Relation to other records.
	Information on prior, subsequent, or similar records. Whether record is known
	to have been kept earlier than dates shown in item 2)
	Note: Clients Ledger Cards are filed in front
	of drawer containing Death Reports.
13.	(For use in Florida.) Early imprints
	(Author) (Publisher)
	(Place of publication) (Date of publication)

DEPARTMENT OF PUBLIC WELFARE # 157								21
NAMECPB NO.								_
DIVISION								
RECEIPTS  DATE C. D. S. NO. AMOUNT			DATE		HER NO.	AMOU	INT	
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(Form identification number)

WOPKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECONDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECOFDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office DEPT. OF PUBLIC WELFARE, ESTATE DIVISON, (Office of custody) (Office which made the record, if different)
Address of office of custody 327 ST. PAUL ST. ROOM 210 (Name of building, room number, street address)
1. Title LIFE INSURENCE ADJUSTMENTS RECORDS. Give present full title in quotes; assigned title, if any, in brackets.
If record has had other titles, list them with dates or quantities or both)
2. Dates /935 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 8 STEEL FILE DRAWERS, APPROX. 3000 RECORD PERDRAWERSOME RECORDS DUPLICA  [Number of volumes; file drawers; file boxes; bundles; other)  1 DRAWER LABEL - A to 13: IDRAWER LABEL - K TO L  4. Labeling 1 11 F TO T 4 11 NOT LABELED.
4. Labeling / NoT LABELED.  (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE (If Ageord discontinued, give reason and state
whether same information shown in another record. Explain why records are
missing, if possible)
6. Contents FORMS PREPARED By VARIOUS INSURANCE COMPANIES, AND USED (Purpose and general nature of record. Principal items of information
By CASE WORKER, IN FIELD IN GATHERING POLICY DATA FOR INSURANCE shown. Summary of forms used in making record, their headings, etc. If a very
ADJUSTMENTS, USED FOR REFERENCE PURPOSES AFTER OFFICIAL general or miscellaneous record, devailed information as to type of records
TRANSACTIONS WITH INSURANCE COMPANIES RECORDS Show contained and dates covered by each should be given. Unless contents of these NAME OF SOCIAL AGENCY (D.P.W.); NAME & ADDRESS OF FAMILY, NAME
COLOR, DATE AGENCY ACCEPTED CASE, FACTS TO SHOULD BE FILLED OUT.
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PA FOR 12-13HRRevised (See reverse side) . 16-6419

6.	6. Contents-continued of INSURANCE Co. T.	OLICYNUM	NRER, DATES ISSUED, ILIN
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TNAE	X, DEPT. PUBLIC WELFARE, CHILD WELFARE DIVISION	
エバルド		
	327 ST. PAUL PLACE.	
SERIAL No.	SERIAL DATE: TITLE OF RECORD	DATE OF RECARD
159.	(CASE HISTORIES OF DEPENDENT AND NEGLECTED CHILDREN NOT 21-1939 PLACED IN VARIOUS INSTUTIONS-JUVENILE COURT. ACTIVE CASE	3) 1935
160.	(CASE HISTORIES OF DEPENDENT AND NEGLECTED CHILDREN (NOV24-1939 PLACED IN VARIOUS INSTUTIONS - JUVENILE COURT, INACTIVE CASES,)	1929-1935
161.	APPLICATION FOR ADOPTION OF DEPENDENT ENEGLECTED CHILDREN NOV-21-1939 TOCHILD WELFARE DIVISION, BY PROSPECTIVE FOSTER PARENTS.)	1935
		1

NiedentoMI-O'Keefe 10-21-39 (Form identification number)

WORKS PROCRESS ALMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

Baltimore City State Moryland
Name of agency or office Department of Public Welfare-Child Welfare. (Office of custody) (Office which made the record, if different)
Address of office of custody Room #302 327 St. Paul Place. (Name of building, room number, street address)
1. Title Case Histories of Dependent - 1 North Lad (1:11
1. Title Case Histories of Dependent and Neolected Children, Give prosent full title in quotes; assigned title, if any, is brackets.  Placed in Various Institutions—Juvenile Court-fletive Cases.)  If record has had other titles, list them with dates or quantities or both)
2. Dates 1935  (Farliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 9 Stee file drawers; file boxes; bundles; other)
4. Labeling See addenda sheets for abeling (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state
Server and a serve
whether same information shown in another record. Explain why records are
missing, if possiblo)
6. Contents udividual forders containing case (Purpose and general nature of record. Principal items of information
histories of dependent and neglected children shown. Summary of fords used in making record, their headings, etc. If a very
placed in institutions by orders of Juvenile general or miscellaneous record, detailed information as to type of records
Court used for reference our poses by the contained and dates devered by each should be given. Unless contents of these
Department of Public Welfare folders show records are described by other Forms 12-13th, such forms should be filled out
the name of child, name of institution, date
WPA FOR 12-13HRRevised (See reverse side) 16-6419

6. Contents continued of commitment, case number; case
history includes facts for identification and reference
record of case from Social Service Exchange; summary
of case; history of case from case worker or (cont. on line)
7. Arrangement Alphobetically by name of Child (Chionologically-by that? Numerically-by what? Alphabetically-by what?)
8. Indoxing None, (Self-containeddescribe what it shows. If separate, fill out a form for it,
(Self-containeddescribe what it shows. If separate, fill out a form for it,
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9. Writing Handwritten on printed form typed on printed form; (Handwritten brinted form) Handwritten brinted healt. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
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Average 9 documents perfolder.
11. Location by dates and quantities 1435 to date, 9 drawers on east (Room, vault, wallME.S.W., section, bin, sholf,
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20.00
12. Other information Records and containers in excellent condition.  (Condition of record if not good. Relation to other records.
Continued from line 6 from other source; Information on prior, subsequent, or similar records. Whether record is known
Verification of birth, morriage or death; to have been kept earlier than dates shown in item 2)
Psychiatric report; medical record; school reports from Educational Departments; Baptismal
(Author) (Publisher)
(Author) (Publisher)
Mote: 7 drawers shown on addenda sheet #1  Contain Beltimore City Cases; 2 drawers shown
U. S. GOVERNMENT PRINTING OFFICE o 166419
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on addenda sneet

Continued from item: 4 (Case Histories of Dependent and Neglected Children Placed in Various Institutions. Juvenile Court. Active Cases.)

Drawers labeled as follows.

1 Drawer

St. Mary's Female Orphan Asylum.

St. Elizabeth's Home.

St. Francis Home.

St. Vincent's Male Orphan Asylum.

A. to G.

1 Orawer

St. Vincents Male Orphan Asylum.

St. Vincents Infant Asylum.

1 Drawer

Henry Watson Children Aid Society
A-L.

1 Drawer

Henry Watson Children Aid Society M-Z

1 Drawer

Florence Crittenton Mission Nursery and Child Study Home. of Maryland

1 Drawer

Jewish Childrens Home

Drawers labeled as follows

Drawer C.E. Athey County History

1 Drower R.E. Maggio County History

D P W 605

*Check Children Accepted

# DEPARTMENT OF PUBLIC WELFARE BALTIMORE, MARYLAND ACTS FOR IDENTIFICATION AND REFERENCE

MDB 7664 Number_

√ Check if Verified

(OVER)

Surname	Address in full at Date of										
Alias	Alias (LATER ADDRESSES SEE REVERSE SIDE)										
Key PARENTS (F	Present Marriage)		Birth Date Mo. Da. Yr.)	Birth (City —	Place	Death Date (Mo. Da. Yr.)	~	Present Marriage		~	
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Mother (Maio	len Name)						_	Place			
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Alleged 10 Father	Alleged 10 Father							Court			
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# ADDRESSES OF PARENTS (Indicate which Parent, if living apart)

									m niving apart)		
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### DEPARTMENT OF PUBLIC WELFARE

#### **BALTIMORE, MARYLAND**

Name					Dat	te of bi	th		
Name of father					of r	nother			
Address					No	of Sch	ool		
Date began going to s	chool				Pre	sent gra	ade		
Years in each grade	1/ 2	2/	3/	4/	5/	6/	7/	8/	9/
Sp. Cl. S.	C. ·		Op.		P. V.		Scho	larsh	İp
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									Principal
Approved	····				1				
General Statements:		(	1) Hea	alth		(2)	Behav	ior	

Miss Eather Lazarus, Training Supervisor,

From:

Re: Doe Family

Parents:

Theodore Doe - - - - Born: 5-6-1892 - Baltimore, Md.

Lila Doe - nee Duvall, Born: 12-13-1898 (dead)

Siblings:

Donald Wilson Doe - - - " 8-6-22 (verified)

James Richard " 2-4-25 Florence 2-4-31

Reason for referral:

Dependency.

Social Service Exchange:

This case is identified in S.S.E. as follows:

F.W.A. Southern District - - - - 5-8-34 School Attendance Department (James R.)11-4-35

Explanation of Original Contact:

The Doe family first became known to the F.W.A. on 5-8-34 when Lila Doe applied to the office asking assistance in planning for herself and

three children. Upon investigation it was found that Lila was a very deserving mother who tried very hard to keep the family together. Through the efforts of the F.W.A. Theodore was brought into the court and charged with descrition and failing to support his family. He was placed on probation and ordered to pay \$10.00 a week for their support. The case was followed for six months, and Theodore was paying the money regularly. As no further service was necessary. the case was closed.

On 12-28-35 the case was again referred to the F.W.A. by a neighbor, as Mrs. Doe was sick and needed care. A visit was paid and worker found Mrs. Doe critically ill. Arrangements were made for her to be hospitalized at Johns Hopkins Hospital, where a diagnosis of lobar pneumonia was made. Theodore had not been home for several days and his whereabouts were unknown. Learned from neighbor that for the past month he was working irregularly at Sparrows Point, and had been drinking very heavily. Arrangements were made by the F.W.A. to place the children in a boarding home until the mother returned from the hospital. Mrs. Doe died at Johns Hopkins Hospital on January 12, 1936.

School Attendance Department's Contact:

James Richard had been referred to the School Attendance Department for non-attendance in school. He could give no good reason for his absence. Since that time, however, his attendance in school has been satisfactory.

Paternal Grandparents:

The paternal grandfather was Tilghman Doe. He was born in 1864 in Pocomoke, Maryland and was the oldest of five boys. Although he had no

formal education, by his own efforts he learned to read and was able to write his own name. As a young man, he worked on the farm of Mr. Malcolm Truitt, and was reputed to be temperate and industrious. Whon he was about twenty-two years of age, he came to Baltimore to live with a paternal uncle, Peter Thomas Doe, and worked as a laborer at the Steel Mills in Sparrows Point. He married Hattie Pindell in Baltimore, Maryland, in 1887, and they had five children. He died in 1897 from a cerebral homorrhage.

The paternal grandmother, Hattie Pindell Doe, is still living. She was born in Baltimore, Maryland in 1868, and was the only child.

Little is known concerning her early education, but she could read and write. At present, she is living with her married daughter, Mrs. Martha Diggs, upon whom she is dependent for support. Mrs. Diggs is separated from her husband and is obliged to work out to support horself and three minor children. Mrs. Doe is worriod over her grandchildren, as she feels her son is shiftless and unreliable, and would like to see the children placed in a good home where they will receive the proper caro and training.

#### Maternal Grandparents:

The maternal grandfather, Randolf Duvall, was born in Richmond, Virginia, in 1865, the second of soven children. As a young boy he

worked as a carpentor's apprentice. Mr. Duvall was a steady worker and took care of his family adequately. He married Lizzic May Duvall on December 20, 1887, and they had six children, of whom Lila Doe was the youngest. He died in 1909 cause of death unknown.

> The maternal grandmother, Lizzie May Duvall, was the only daughter of an itinerant Baptist Minister. She was born in Winston-Salem,

North Carolina in 1869. Mrs. Duvall had a seventh grade education. She died shortly after Mrs. Doe's birth.

#### Fathor:

Mr. Theodore Doe was born in Baltimore. Maryland, in 1892, tho second oldest of five children. He obtained a fifth grade education and then stopped because he had no interest in school. He married Lila Duvall in Baltimore, Maryland, October 30, 1920. The ceremony was porformed by the Reverend Albort Kennard, a Lutheran Minister (marriage verified). Mr. Theodore Doc is of slight build, with straight, dark hair and shifty eyes. He has never supported his family adequately and drinks to excess. He has always been abusive to his wife, and takes very little interest in the children. At present he is

#### Mother:

Mrs. Lila Duvall Doe was born in Baltimore. Maryland, December 13, 1898, the youngest of six children. Her mother died when Lila was

an infant, and she was raised by her paternal aunt. She attended public school until she had completed the eighth grade. She obtained employment as a packer at the Stewart Candy Company, where she worked until her marriage to Mr. Doe. She was a good mother and took excellent care of her home and children. She died of lobar pneumonia at the Johns Hopkins Hospital, on January 12, 1936.

unemployed, having lost his job at the Sparrows Point Mill because of drunkenness.

#### Siblings:

#### Donald W. Doe A. Devolopmental

Full term baby, normal delivery, bottle fed. Walked at fourteen months, dentition at seven months.

- B. Illnesses Donald W. had measles and chicken pox at three years. He had mumps at four years.
- C. Character Donald W. is a well-developed boy with a frank; pleasing manner. He has always been very easily disciplined, and has presented no behavior

problems either in school or at home. He is interested in sports and takes an active part in school athletics, especially basketball. He is a member of the Boy Scouts and enjoys going on week-end hikes.

D. School

Donald W. attends school A and is in the accelerated class 7-B. He is doing good work in all of his studies and excels in history

His deportment is excellent except that he is inclined to be

and mathematics. His deportment is excellent except that he is inclined to be talkative.

## E. Environmental Influences 1. Relationship to parents

Donald W. is resentful towards his father because of the way he has neglected the family.

His father has never displayed any particular interest in him. Donald is extremely loyal to his mother, and feels that his progress has been chiefly due to her good influence.

#### 2. Home Standards and Sleeping Arrangements

The family occupied a two-story house on A Street in South Baltimore. The house consisted of six rooms and bath, for which the rent was \$20.00 a month. The rooms were small and plainly furnished. When Mrs. Doe was living, she kept them in good condition, as she was an excellent house-keeper. Donald Wilson and James Richard slept in the same room in a large double bed. Florence slept alone in an adjoining room.

#### 3. Neighborhood

The house is one of a row of small, unpretentious, brick houses, occupied by the laboring class. There is a public school within a few blocks, and a playground within walking distance.

F. Religion
The family attends the Lutheran Church on Charles and Hill Stroets, where the children were baptized.

#### G. Diotetic Regimo

The children receive a well-balanced diet since going into the boarding home, and have no special preference for food.

#### H. Mental Status

Donald W. has a chronological age of thirteen years, seven months, and a mental age of fourteen years, eight months. His I. Q. is 108. For further information, see psychiatric report filed with summary.

#### I. Physical Status

Normal physically except for dontal caries. See physical report attached to summary.

#### James Richard A. Developmental

Normal delivery, bottle fed. Walked at eighteen months, dentition at ten months.

B. Illnesses James Richard had measles, whooping cough and mumps at the age of four.

C. Character

James Richard is small for his ago and infantile in his behavior. He is docile and easily led.

- 4 -

D. School

James Richard is in the Opportunity Class at School A. His scholarship is fair, deportment is good, and his attendance is regular.

## E. Environmental Influences 1. Relationship to parents

James Richard is shy and seems to miss his mother, and has no special yearning to return to his father. He adjusts well with his brother and sister, and presents no problem in the boarding home.

#### 2. Home Standards and Sleeping Arrangements

See data under this topic on Donald Wilson Doe.

- 3. Neighborhood " " " " " " " "
- F. Religion " " " " " " " " "
- G. Dietetic Regime" " " " " " " "

#### H. Mental Status

James Richard has a chronological age of eloven years, one month, and a mental age of nine years. His I. Q. is 81. For further information, see psychiatric report filed with summary.

#### I. Physical Status

Normal physically. See physical report attached to summary.

#### Florence A. Developmental

Full term baby, normal delivery. Walked at eighteen months, dentition at nine months.

- B. <u>Illnesses</u> Florence had measles at the age of three years.
- C. Character Florence is bright and responsive. She is easily disciplined and adjusts very well with her brothers.

#### D. Mental Status

Florence has a normal I.Q. See report.

#### E. Physical Status

Florence is normal physically except that she is five pounds underweight. See physical report attached.

### DEPARTMENT OF PUBLIC WELFARE

#### 122 CITY HALL

#### BALTIMORE, MARYLAND

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#### PSYCHIATRIC REPORT

# CITY OF BALTIMORE DEPARTMENT OF PUBLIC WELFARE 327 ST. PAUL PLACE

### MEDICAL RECORD

(To be filled in by case worker.)

CHILD'S NAME:			•							
CHILD'S NAME:										
Address:										
Date and Place of Birth										
Caseworker:Agency:Agency:										
FAMILY HISTORY:	(Make neg	ative or posit	ive notation	ons - Every space	must be use	ed.)				
		Race or Nationality	Marital State	Miscarriages or Still Births	Venereal Infection	Tubercu- losis	If dead state cause of death			
Father's Name:			- <b>-</b>	 		-  <del>-</del>				
Mother's Name:		 								
CHILD'S PHYSICAL HI		er of other o	children liv	ving De	ad					
Where delivered:	Term:		1	Normal :	W	eight:				
Infant feeding: (Kinds,				•						
			·	<b></b>						
DEVELOPMENT: Firs										
				Masturbation						
PREVIOUS ILLNESSES										
Measles at	<b>-</b>	Tende	ncy to cold	ls	Typho	id Fever at				
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Diphtheria at		Rheun	natism at.			ever or				
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ther illnesses and rema	irks on past l									
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### (To be filled in by physician).

Date:								
Place of Examination:								
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Height:	Weight:	Average Weight:						
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Teeth:	· · · · · · · · · · · · · · · · · · ·	Tonsils:						
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#### BAPTISMAL CERTIFICATE

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

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BALTIMOR	E CityState MARY	6AND
Name of agency or office DEDIA	RTMENT PUBLICY f custody) (Office which made the	VEL-FARE - CHILDWEL
Address of office of custody	(Name of building, room number,	ST. Phul Phy C
1. Title CASE HISTO (Give present full t	PRIES OF DEPENAL itle in quotes; assigned title, i	DENT PIVONEGLEC
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(Number of volume	AVVERS - 60 IVRS - A mes; file drawers; file boxes; b	VER 2400 CHSFS, 30WRS.
4. Labeling EF GODE (Explain fully; years	NOA SHEFT FOR	LABELLING.
5. Discontinued and missing record	(If record discontinued, giv	o reason and state
·	<b>s</b> . •	
whether same information sho	wn in anothor record. Explain w	hy records are
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6. Contents CONTAINS		
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shown. Summery of forms use	nature of record. Principal its d in making record, their heading ord, detailed information as to	gs, etc. If a very
shown. Summery of forms use    State   Company   State   d in making record, their heading	gs, ctc. If a very	
shown. Summary of forms use  WEGLECTED  general or miscellaneous rec  TIDNS BY OFFER  contained and dates covered  records are described by other	d in making record, their heading ord, detailed information as to by each should be given. Unless or Forms 12-13HR, such forms shou	gs, ctc. If a very  Sypo of records  Contents of these  By THE DERT.
shown. Summary of forms use  WEGLECTED  general or miscellaneous rec  TIDNS BY OFFER  contained and dates covered  records are described by other	d in making record, their heading ord, detailed information as to by each should be given. Unless	gs, ctc. If a very  Sypo of records  Contents of these  By THE DERT.

16-6419

6.	Contents-continued ARE CASE HIS FOREIES, SUPERVISED
	BY SUPERVISOR OF CITY CHARITIES PRIOR
	TO SETTINGUP OF CHILD WELFARE DIVISION
	ENVELOPES SHOW ON OUTS DE NAME OF CHILD
7.	Arrangement ALPHA. BY NIME OF CHILD COMMITTED. (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
8.	Indexing NONE. (Self-contained-describe what it shows. If separate, fill out a form for it,
	and place cross reference here to that form by title and identification number)
9.	Writing Handwritten Drinted form. Handwritten printed head. Typed.
	Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
٠ ٠	and years covered by each kind of writing)
10.	Size OF STEEL DROWER 195"X 15 X 24 6 DWRS - (Of record or container. Height, width, thickness or dopth. Average number of
•	AVER. 2900 CASES, 3 DWRS. AVER 50 CASES pages or documents)
	OR APPROX. 19,550 CASESINALL.
11.	Location by dates and quantities 1929-1935 INSTEEL CABINET (Room, vault, walf-N.E.S.W., section, bin, shelf,
	ACAINST EAST WALL INROOM 302, CHILD
	WELFARE DIVISION DEPT. OF PUBLIC WELFARE.
12.	Other information CONDITION OF RELIGIOUS & QUIPMENT GOOD (Condition of record if not good. Relation to other records.
	Information on prior, subsequent, or similar records. Whether record is known
	DATE OF COMMITMENT CASENUMBER CASE //istory
	INCLUDES, FACTS FOR INDENTIFICATION AND REF.
	ERENCE FORM, (SEE SERIAL 159 FOR DESCRIPTION OF
<del>7,.</del> .	(Author) (Publisher)
-	CASE WORKED VERIFICATION OF BIRTH, MARRIAGE (Place of publication) (Date of publication)
	SEPERIA, PSYCHIATICIC REPORT, MEDICAL REC-
A-2011	ORD WAR THE TOTAL
	CERTIFICATE REPORT

•

CAS	E HISTOR	iES OF DEP	ENDENT AND NEG	LECTED CHILDREN PLACED IN VARIOUS
	_		ENILE COURT	CLOSED CASES
			CONTINUED	ADDENDA
<i>[</i>	DOUBLE	DRAWERS	LABELED	Ato-L, - JAN. 1935-TO DATE
/	. //	t)		M-"- $Z-$ """
	įi	п	u .	ACKERMAN-TO- DIXON.
1	<i>,</i> ,	"	n	DOBBINS - TO - ISREAL.
<i>,</i> /	31	() 	<i>,</i> ,	JACKSON - "-MOUNT.
/	'n	"	n	MYER- "-THOMSON.
/	<i>"</i>	i n	41	TILGHMAN-"-ZIOBSONI
	^			NOT LABELED.
	4,	ч	"	SCASES REFERRED TO S.CC.
	·			(BUT NOT ACCEPTED
				į.
	1			

expenditures for entertainment and various other organization activities. Filed chronologically. (Frequently, official.) 10 x 15 envelopes, 9 in., in desk drawer. Orderly Room (Bldg. E). (129)

- 1979. MISCELLANEOUS FILES, 1933 to date. Correspondence pertaining to the personnel of this company; weekly and monthly rosters; Fort Howard and 3d Corps Area special and general orders; Battalion, Fort Howard, 12th Infantry, and Brigade training memoranda; War Department and 3d Corps Area circular letters; special and general courts-martial memoranda; final statements; foreign service data; company payrolls; clothing settlements; transmittals and enlisted men's monthly credits and collections. Filed by subject. (Older records, rarely; current records, daily, official.) 9 x 12 folders, 3 ft. 8 in., in 3 drawers of steel filing case. Orderly Room (Bldg. E). (130)
- 1980. CORRESPONDENCE BOOK ON DOCUMENTS, 1934 to date. Document number, organization, station, description of document, and where filed; also a small number of documents. Entered alphabetically. (Seldom, official.)  $4 \times 8\frac{1}{2}$  vols. (3) and envelopes, 3 in., in field desk. Orderly Room (Bldg. E). (123)
- 1981. SERVICE RECORDS, Apr. 1934 to date. Name, address, and serial number of each one of the enlisted personnel; grade, special rating, record of immunization, educational qualifications, address of nearest relative, remarks on current enlistment, military record, clothing accounts, and administrative remarks. Filed alphabetically and according to rank. (Frequently, official.)  $4\frac{1}{4} \times 8\frac{1}{2}$  envelopes, 1 ft., in field desk. Orderly Room (Bldg. E). (121)
- 1982. DUTY ROSTERS, 1936 to date. Form AGO 6; date, name of organization, name and rank of enlisted person performing duty, nature of duty, and when last performed. Filed chronologically. (Daily, official.)  $4 \times 8\frac{1}{2}$  vols., 2 in., in field desk. Orderly Room (Bldg. E). (125)

#### (Company D)

1983. COMPANY FUND VOUCHERS, 1920 to date. Collections through payroll deductions and from various other sources; also expenditures for entertainment and various other organization activities. Filed chronologically. (Frequently, official.) 10 x 15 and 5 x 10 folders and sheets, 3 ft., on open wooden shelf and in wooden box. Orderly Room (Bldg. F). (119)

1984. DAILY SICK REPORT, 1920 to date. Name of organization or detachment, period of report; name, serial number, and grade of enlisted person taken sick; when taken sick, whether or not incurred in line of duty, signature of medical officer, and remarks showing disposition of case. Filed chronologically. (Older records,

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE CITY ATE MARYLAND	7.
Name of agency or office DEPARTMENT PUBLICIONEL FIRE - (Office of custody) (Office which made the record, i	CHILD WELFORE - f different)
Address of office of custody #32757 Pour 79/200 (Name of building, room number, street ad	dress)
1. Title PPLICATION FOR ADOPTION OF DEPE (Give present full title in quotes; assigned title, if any, in	NOFNT 2NEGLECT
If record has had other titles, list them with dates or quantities or	both)
2. Dates /935 (Earliest and latest dates; missing dates. Show exact date	of breaks)
3. Quantity J STEEL FILE DRAWERS; file drawers; file drawers; bundles; ot	DENVELOPES
4. Labeling [DRAWER-FOSTER HOMES - TOWN CHING (Explain fully; years; numbers; letters; number of records so I	DEFNSHAMES BALTO
5. Discontinued and missing records (If incord discontinued, give reason as	
whether same information shown in another record. Explain why records	
missing, if possible)	
6. Contents CONTAINS DE P. OF PUBLIC MEL. (Purpose and general nature of record. Principal items of info	FARE APPLICA-
shown. Summary of forms used in making record, their headings, etc.	f a very
DESIRING TO PROPERTY OF MISCELLANDOUS record, detailed information as to type of rec	SE CHILDREN
ARE FOUNDLINES OR DEPENDENT Contained and dates covered by each should be given. Unless contents of	
records are described by other forms 12-13HR, such forms should be fill	PLACEDIN cd out
VARIOUS INSTITUTIONS AND NOW	ARE WARDS
WPA FOR 12-13HRRevised (See roverse side) 16-641	0

(See roverse side)

16-6419

6.	Contentscontinued OF THE STATE, FOR DESCRIPTION
	OF APPLICATION, SEE FORM ATTACHED.
	ALSOFILED WITH APPLICATION IS CHILD'S
	WELFARE INVESTIGATOR'S REPORT, ON
7.	Arrangement ALPHA. BYNAME OF APPLICANT FOR ADOPTION. (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
8.	Indexing Nove. (Self-contained-describe what it shows. If separate, fill out a form for it,
	(Self-containeddescribe what it shows. If separate, fill out a form for it,
	and place eross reference here to that form by title and identification number)
9.	Writing Type WRITEN ON PRINTED FORM (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
	Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
	and years covered by each kind of writing)
10.	Sizo OF DRAWER 115"X 15"X 24" SIZE OF ENVELOPE (Of record or container. Height, width, thickness or depth. Average number of
	11"X7" AVER. 50ENVELOPES, I, CASE PER EN
	YELOPE.
11.	Location by dates and quantities 1935
	AGAINST FAST MARL, ROOM 302, CHILD
	WELFARE DIVISION, PEPT. PUBLIC WELFARE
12.	Other information <u>CONDITION OF RECORDS REGUIDINENT</u> GOOD. (Condition of record if not good. Relation to other records.
	(CONTINUED FROM ITEM &6) PROSPECTIVE Information on prior, subsequent, or similar records. Whether record is known
	to have been kept earlier than dates shown in items?
	ACTER AND FINANCIAL STATUS, ETC. TOCARE
	FOR CHILD VERIFING FOSTER PARENTS
13.	(For use in Florida) Facely imprints ANSWERS ON APPLICATION (Author) (Publisher)
	FORM. (Place of publication) (Date of publication)
	(Place of publication) (Date of publication)

## DEPARTMENT OF PUBLIC WELFARE 327 St. Paul Place Baltimore, Maryland

# APPLICATION FOR ADOPTION

Thomas J. S. Waxter,
Director

Mr. and Mrs			-Assistant-Dirocter
Street	• • • •	•••••	
City and State	<i>.</i>	•••••	<b>\$</b>
Your appli	cati	on for a child has been received.	Before we can give
a definite reply, we	mus	t ask you to tell us frankly what	kind of a home your
s, and also what ty	pe o	f a child you desire. Will you n	ot, therefore, answer
as fully as possible	the	following questions?	
	1.	Do you want a boy or girl, or bo	th?
	2.		to months or years. st range possible.
``	3.	Would the child have a room to i	tself?If
not, with who	m 170	uld it share a room?	
	4.	Have you taken any child before?	If so,
from whom and	for	how long?	
	5•	Have you had any experience in t	he care of children?
	6.	Please give your age, and the na	mes and ages of the
members of yo	ur f	amily:	
	Nam	e . A	ge

	Post Office StrteCounty
7.	Street No. or R.F.D. (If home is in city, be careful to give street and number)
g.	Have you hired help or boarders at any season of the year?
9.	If the former, de they live in the house, and are they men or women, as
	what age?
10.	Do you own the house in which you live?(If not, state amount of rent paid)
11.	How many rooms are in the house?
12.	Marriage Date Place
	Performed by
13.	What is your occupation? Average weekly income_
	Property investmentsSavings
	Insurance: what company; how much?
14.	How long have you lived at your present residence?
15.	How far do you live from the nearest school?
16.	Do what church are you affiliated: Roman Catholic, Protestant or Jewi
•	and what is the name and address of your priest, clergyman or rabbi?
17.	What is the name and address of your family physician?
18.	What magazines or newspapers do you take?
	What social affiliations have you?
19.	What is your object in taking a child?

Name	Address Occupation	
		_
		_
Vindle fill in the		
ringry first in one	above form, and if you will return it to us we sh	ai 1
-	above form, and if you will return it to us we shapplication fully and, if satisfactory, give you a	
be glad to consider your		
be glad to consider your child as soon as possible		
be glad to consider your child as soon as possible  If you have a pref	pplication fully and, if satisfactory, give you a	
be glad to consider your child as soon as possible  If you have a pref	pplication fully and, if satisfactory, give you a rence to any particular kind of a child, please	
be glad to consider your child as soon as possible  If you have a pref	pplication fully and, if satisfactory, give you a rence to any particular kind of a child, please	

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So Divisi

Inlake Nevision	
" 162 (applications for Public assiste	nce-
1/02 (Applications for Public assiste Rejected Cases)	1936- Sept, 1939
163 (applications for Public assistance	
accepted Cases.)	1936-Sept. 1939.
164 applications for Public assistan	•
Rejected and accepted Cises)	Oct. 1939 - Oct 1940
165 (Intake application Interview Record-	
no Cose made)	1927
	•
·	·
	,
	•
·	

Kovoka (Worker's full name)

# 167
(Form identification number)

WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

Baltimore City	State Maryland
Name of agency or office Department a (Office of custody) (	Public Welfare - Intake Division Office which made the record, if different)
Address of office of custody 327 St	Paul Place, uilding, room number, street address)
1. Title Applications for Pur (Give present full title in quote If record has had other titles, list the cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had been cord had	blic Assistance - Rejected es; assigned title, if any, in brackets.
2. Dates 1936 - Sept 1939.  (Earliest and latest dates; m	issing dates. Show exact date of breaks)
(Number of volumes: file dra	vers
4. Labeling Not abeled	
5. Discontinued and missing records (If reco	Yone. rd discontinued, givo reason and state
whether same information shown in anotho	
missing, if possible)  6. Contents Record of cases  (Purpose and general nature of re	identified only in this second. Principal items of information
shown. Summary of forms used in making in	lications for relief but record, their headings, etc. If a very
general or miscellancous record, detailed	Information as to type of records
ochtained and dates covered by each should	Welfare Board also for d be given. Unloss contents of these
the statistical division records are described by other Forms 12-1	of Dept. of Public Welfore; 3HR, such forms should be filled out
individual cards show nom	e and address of applicant;
י מישר בין בין אים אים אים אים אים אים אים אים אים אים	rso side) 16-6419

6.	Contents-continued case number, worker's name; status
	of application under cotegory of assistance;
	reverse side of cards show summary and
	disposition of case.
7.	Arrangement Alphabetically by names of applicants (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
8.	Indoxing None. (Self-containeddescribe what it shows. If separate, fill out a form for it,
	(Scli-containeddescribe what it shows. If separate, fill out a form for it,
	and place cross reference hore to that form by title and identification number)
9.	Writing Typed on printed cards, (Handwritten, Handwritten printed form, Handwritten printed head, Typed.
	(nandwritten. Handwritten printed form. Handwritten printed head. Typed.
	Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
	and years covered by each kind of writing)
10.	Size of drawer 6x82x18"  Average 1500 cards  (Of record or container. Height, width, thickness or depth. Average number of
	per drawer, pages or documents)
	'pages or documents)
11	Tooling by 14 1021 bo 4 1026 10
	Location by dates and quantities 1936 Det. 1939, 18 drawers near (Room, vault, wall-N.Z.S.W., section, bin, shelf,
	south wall in intake office on first floor, cabinet, on floor)
	cabinet, on floor)
10	Other information Records and containers are in
Tr.	(Condition of record if not good. Relation to other records.
	Information on prior, subsequent, or similar records. Whether record is known
	information on prior, subsequent, or similar records. Whether record is known
	to have been kept earlier than dates shown in item 2)
13.	(For use in Florida.) Early imprints
	(Author) (Publisher)
	(Place of publication) (Date of publication)
	(Place of publication) (Date of publication)

# Case No.

0

OND

OLD AGE ASSISTANCE

GENERAL PUBLIC ASSISTANCE

A M

F M

DJFM

APPLICATION FOR PUBLIC ASSISTANCE

#162

О

S O

D

M

M

Board of State Aid and Charities

Worker

AID TO DEPENDENT CHILDREN

Address

UNDUPLICATED APPLICATION

A M

PUBLIC ASSISTANCE TO NEEDY BLIND

A M

J

ON

N

D

О

Name

Received

Disposition

Pending

Received

Disposition

Pending

STATUS OF APPLICATION

Approved

Denied as ineligible

Disposed of for other reason

STATUS OF APPLICATION

Approved

Denied as ineligible

Disposed of for other reason

Form No. 309-D.P.W.-1-19-39-20000

# SUMMARY AND DISPOSITION OF CASE

O.A.A.

A.D.C.

A.T.N.B.

G.P.A.

	, \		
S.S.Ex. clearance		· ·	
Family status			 
Color		V	
Sex	.′		
Number in budget			
No. of children under 16	1		 
Cause of need			 
Reason for acceptance			 
Reason for denial			
:			
·			
	1	`	<u> </u>
	•	·	
1, ,			

# 163

(Form identification number)

WOFKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECOPDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

Baltimore City State Maryland
Name of agency or office Department of Public Welfare - Intake Division (Offlice of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place.  (Name of building, room number, street address)
1. Title (Applications for Public Assistance - Accepted Cases)  (dive present full title in quotes; assigned title, if any, in brackets.  If record has had other titles, list them with dates or quantities or both)
2. Dates 1936 - Sept. 1939.  (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 18 Steel file drawers (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Drawers not labeled (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state whother same information shown in another record. Explain why records are
missing, if possible)  6. Contents Accepted cases of applications for Public (Purpose and general nature of record. Principal items of information
Assistance: data from this record prepared for shown. Summary of forms used in making record, their headings etc. If a very
the State Welfare Board also for the Statistical general or miscellaneous record, detailed information as to type of records
Division of the Department of Public Welfare; individual contained and dates covered by each should be given. Unless contents of these
application card shows name and address of records are described by other Forms 12-13HR, such forms should be filled dut
applicant: case number, workers name; status
PA FOR 12-13HRRevised (Sec reverse side) 16-6419

6.	Contentscontinued of application under category of
	assistance; reverse side of card shows
	summary and disposition of ease.
7.	Arrangement Alpha. by names of applicants (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
	Indexing Nove (Self-contained-describe what it shows. If separate, fill out a form for it,
	and place cross reference here to that form by title and identification number)
9.	Writing Typed on printed cards (Handwritten Printed hoad. Typed. Handwritten printed hoad. Typed.
*** .ue	Typod printed form. Typed printed head. Printed. Photostat. Other. Give months
٥.	and years covered by each kind of writing)  Size of drawers 6'x8'x'8" Average 1500 cards  (Of record or container. Height, width, thickness or depth. Average number of
	per drawer. pages or documents)
.1.	Location by dates and quantities 1936-Oct.1939, 18 drawers near (Room, vault, wall).E.S.W., section, bin, sholf,
	south wall in intake office on 1st, floor.
2.	Other information Records and containers are in (Condition of record if not good. Relation to other records.
	Information on prior, subsequent, or similar records. Whether record is known
	to have been kept earlier than dates shown in item 2)
3₄、	(For use in Florida.) Early imprints (Author) (Publisher)
	(Place of publication) (Date of publication)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

Baltimore City State Maryland
Name of agency or office Department of Public Welfare - Intake Division (Office of custody) (Office which made the record, if different)
Address of office of custody 327 St. Paul Place (Name of building, room number, street address)
1. Titld Applications for Public Assistance -
1. Title Applications for Public Assistance— Rejected and Accepted Cases  If record has had other titles, list them with dates or quantities or both)
record has had other titles, list them with dates or quantities or both)
2. Dates Oct. 7139 - Sept. 1940 (Earliest and latest dates; missing dates. Show exact date of breaks)
Larriest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 3 Stee file drawers; file boxes; bundles; other)
4. Labeling (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state
(If record discontinued, give reason and state
whether same information shown in another record. Explain why records are
Explain why records are
missing, if possible)
6. Contents Contains applications for public (Purpose and general nature of record. Principal items of information
shown. Summary of forms used in making record, their headings, etc. If a very
rejected also cases accepted data from
this record is prepared for the State Welfare contained and dates covered by each should be given. Unloss contents of these
contained and dates covered by each should be given. Unloss contents of these
Board also for the statistical division of the records are described by other forms 12-13HR, such forms should be filled out
Department of Public Welfare; individual cards
JPA FOR 12-13HRRevised (See reverse side) 16 6416

6.	Contents-continued show name and address of applicant;
	case number, workers name; status of application
	under category of assistance; reverse side of
	cords show summary and disposition of case.
	Arrangement Alpha. by names of applicants (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
8.	Indoxing Cone (Sclf-containeddescribe what it shows. If separate, fill out a form for it,
	(
	and place cross reference hore to that form by title and identification number)
9.	Writing Juped on orinted cords.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
,	( in the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of
	Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
	and yoars covered by each kind of writing)
10.	
-01	Sizo of steel file drawer 6'X8'X 18" Average 1>00 (Off record or container. Height, width, thickness or depth. Average number of
	pages or documents)
	Pages of decimensy
11.	Togation by dates and quantities Oct. 1939 Sention 2 decisions
	Location by dates and quantities Oct 1939-Sept 1940, 3 drawers (Room, vault, wall-N.E.S.W., section, bin, sholf,
	near south wall in intake office on first cabinet, on floor)
	floor
12	
200	Other information Records and contoiners are in (Condition of record if not good. Relation to other records.
	Information on prior, subsequent, or similar records. Whether record is known
	information on prior, subsequent, or similar records. Whether record is known
	to have been kept earlier than dates shown in item 2)
13.	(For use in Florida.) Early imprints
	(Author) (Publisher)
	(Place of publication) (Pate of publication)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

Baltimore Ci	ty State Maru	ulan d
Name of agency or office (Office		
Address of office of custody		•
1. Title (Intake App (Give present full No Case Mo	title in quotes; assigned tit	W Record - le, if any, in brackets.
2. Dates 1927	titles, list them with dates o	•
3. Quantity 19 Steel	file drawers file drawers; file box	es; bundles; other)
4. Labeling See add (Explain fully: yes	enda sheet for la ers; numbers; letters; number	beling of drawers.
5. Discontinued and missing reco	(If record discontinued	, give reason and state
	shown in another record. Expla	ain why records are
missing, if possible)  5. Contents Into Ke op (Purpose and gence)	plication intervi-	evo sheets kept al items of information
for future refere shown. Summary of forms u	nce purposes indused in making record, their he	ividual interviews
	record detailed information as	
•	d by each should be given. Un	
records are described by o	ther Forms 12-13HR, such forms	should be filled out;
and a tached)  PA FORM 12-13HRRevised	(See reverse side)	16-6419

6	. Contents-continued birth date, family status, race, birth-
	place; woman's moiden name, woman's first name
	birth date, family status, race, birthplace; present
	and previous address; previous marriages; (cont. en line 12)
7	Arrangement Alph by names of applicants. (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
8	Indexing None
	(Self-contained-describe what it shows. If separate, fill out a form for it,
•	and place cross reference here to that form by title and identification number)
9	Writing Handwritten on printed forms.  (Handwritten, Handwritten printed form, Handwritten printed head: Typed.
	Typod printed form. Typod printed head. Printed. Photostat. Other. Give months
	and years covered by each kind of writing)
10.	Size of drowers 11"x 14"x 26" Approx. 67 000 documents (Off record or container. Height, width, thickness dr depth. Average number of
٠,	
	pages or documents)
11.	Location by dates and quantities 1927 to date, 19 drawers on (Room, vault, wallW.E.S.W., section, bin, shelf,
-	south wall in intoke office.
12.	Other information Records and containers in excellent condition.  (Condition of record if not good. Relation to other records.
	Information on prior, subsequent, or similar records. Whether record is known
_	
-	birth dates and birth places: person or organization to have been kept earlier than dates shown in item 2)
	reporting paddress, phone number; central file
	report; also notes on interview.
<del>_13.</del>	(Author) (Publisher)
	of applicants accepted will be found in Case (Place of publication) (Date of publication)
	History Records.
	U. S. GOVERNMENT PRINTING OFFICE o 166419

# Intake Application Interview Record

List of drawers labeled as follows

No Case Made A-Bel

No Case Made Bels-Brown (R)

No Case Made Brown (S) - Clark (R)

No Case Made Clark (s) - Davis (V.)

No Case Made Davis (W) - Fim

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No Case Made Rose (G.) - Sim

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No Case Made Z

N 55B

Report #16

MDB 11602

# CITY OF BALTIMORE DEPARTMENT OF PUBLIC WELFARE 327 ST. PAUL PLACE

#### INTAKE APPLICATION INTERVIEW SHEET

Interviewed By		•		Date		
1. Surname	Man's first name		Birth date	Family status	Racc	Birthplace
2. Woman's Maiden Nan	ne Woman's first na	me	Birth date	Family status	Race	Birthplace
3. Present Address			Previous Address			, •
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Previous Marriage #2						
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4.			8.			,
Person or Organization Reporting:			Central File Report			
Address:	•					
Phone Number:						

NOTES ON INTERVIEW

331 ST PAUL PLACE

DE	PARTMENT OF PUBLIC W		e 90		TICAL DI	VISLON
No.	Title '	Con- tainers	Incl. dates	Report rec'd.	Returned	Entry Written
31	Statistical Reports	3 F.D	1933			
32	Miscellaneous	2Fib	1933-36			
			1937			
34	General Public Assistance	1 F.D	1937			
35	lehange Tirket	1 F.D.	1937			
34.	General Out AssX Ent off	IFD	1937			
37	Statistical Record	4 7.0	1937	p.a.a.		
38	" Cards	6 F.D	1938			
39	Aid to Depandent Child	2 F.D	1938			
20	" Emergency Allow.	IFID.	1938			
91	Change Treetex	IFO.	1938			
92	Ent of Turky	2 FD	1937			
l <u>.</u>	Old Age Pensions	2F.D	1936			
44	" Change Treply	1-0	1936			
A 44	» 4. A-P.	IFD	1937			
ì	" Eux off	1 F.D	1936			
i	maturity Record	4FD	1933			
	A Colores Cases	3 F.D	1933			
48	Assistance to Blind	1 F.D.	1938			
49	" ) & hange Justy	1 FD	1938			
· / a	Check for Asst to Blind		1			
7						

# TEPHRIMENT OF PUBLIC WELFARE

	Carie Carie	TICAL DINISION - 331 ST. PHUL PLACE	
SERIAL	SERIAL	THUM LINE ON - 201 VI THUL I ANCE	YEARS
No.	DATES	SUBJECT.	AFFECTED
50	1-31-39	(ASSISTANCE TO THE BUIND - CUT- OFF TICKETS)	1938
51.A	1-5-39	HOTIVE (STATISTICAL RECORD-AID TO DEPENDENT CHILDREN) A.D.C - CASES 19	<u>6" 1936-1937</u>
51-8	1-30-39	STATISTICAL RECORD-HID TO DEPENDENT CHILDREN-ACTIVE CASES)	1938
52,	1-5-39	(STRTISTICAL RECORD-HIR TO DEPENDENT CHILDREN) ADC CLOSED CH	SEŠ 1936
53	1-25-39	STATISTICAL RECORDS-AID TO THE BLIND -ACTIVE CASES)	1936
54	2-2-39	(STATISTICAL RECORD-ASSISTANCE TO BLIND-ACTIVE CASES) "A.T.B"	. 1937
35	2-2-39	GHTISTICAL RECORD-ASSISTANCE TO BLIND - ACTIVE CASES)	1938
56	¥ . 1	STATISTICAL RECORDS-AID TO THE BLIND) "1938 CLOSINGS"	1938
57	1	STATISTICAL CARTIS-OLD FIGE ASSISTANCE ) OAA-1937-CLASED	
58	¥ .	STATISTICAL RECORD-OLD HEE ASSISTANCE- ACTIVE CASES)	7937
59	10:	STATISTICAL RECORD-ASSISTANCE TO BLIND -CLOSED CASES)	1937
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1-11-39

31

(Form identification number)

# WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Go	unty BALTIMORE CITY State MARYLAND
	me of agency or office DEPARTMENT OF PUBLIC WELFARE
	dress of office of custody 33/ St. Phuk PLACE
	STRTISTICAL LIVISION
1.	Title (STATISTICAL REPORTS)
	(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
2.	or both) Dates. 1933
	(Earliest and latest dates; missing dates. Show exact date of breaks)
3.	Quantity 3 - STEEL FILE IRFWERS  (Number of volumes; file drawers; file boxes; bundles; other)
4.	Labeling DRHWERS NOT LABELED
	(Explain fully; years; numbers; letters; number of records so labeled)
Ę.	Discontinued and missing records.  (If record discontinued, give reason and-state whether same information shown in another
	record. Explain why records are missing, if possible)
6.	Contents CONTRINING DRILY STATISTICAL REPORTS OF INTAKE AND CLOSINGS. DISTRICTS SECRETARIES (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
	COMMENTS ON WEEKLY STATISTICAL REPORTS. MONTHLY REPORTS OF CASE LORDS. MONTHLY Com- their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
, *: /*:	PARATIVE SERVICE REPORTS OF OBLIGATIONS INCURRED FOR RELIEF, MONTHLY STATISTICAL AND each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
•	FINANCIAL REPORTS, MONTHLY STATISTICAL REPORTS ON PUBLIC ASSISTANCE, MONTHLY GENERAL
	PUBLIC ASSISTANCE AND AID TO DEPENDENT CHILDREN SUPPLEMATION TO THE SOCIAL SECURITY
	BOARD, MONTHLY REPORTS TO US TEPARTMENT OF LABOR RESPECTING AID TO THE AGED OR
	BUND - FAMILY WELFARE AND RELIEF - PROTECTIVE AND FOSTER CHRE OF CHILDREN-AIL
	TO TIEPENTIENT CHILDREN AND MONTHLY AND ANNUAL STATISTICAL REPORTS RESPECTING AND
WP.	A Form 12–13HR—Revised (See reverse side) 16–6419

6.	Contents—continued To DEPENDENT CHILDREN - AID TO THE BLIND - GENERAL PUBLIC
	ASSISTANCE AND OLD HID ASSISTANCE AND SUMMARIES BEARING UPON THE OPERATION
	AND MAINTHINANCE OF THE SEVERAL AGENCIES, KNOWN AS THE BALTIMORE EMERGENCY
	RELIEF COMMISSION, EMERGENCY CHRRITY ASSOCIATION AND THE DEPARTMENT OF PUBLIC TON
	WELFARES REPORTS GIVE THE TOTHL CASES UNDER CARE FOR THE RESPECTIVE PERIODS, LINE 12
7.	Arrangement CHRONOLOGICALLY By DATES OF REPORTS.  (Chronologically by what? Numerically—by what? Alphabetically—by what?)
8	IndexingNoNE
0.	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
a	Writing Typed on Plain Sheets-Printed and Mimeograph Forms.
J.	(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF STREL FILE DRAWERS // 2" x /4" x 26"-AVERAGE 8500 DOCUMENTS PER  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
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11.	Location by dates and quantities 1933 TO DATE - 3-STEEL FILE DRAWERS, LOCATED ON (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	WEST WALL OF STATISTICAL DIVISION OFFICE,
12.	Other information RECORDS AND CONTRINERS ARE IN EXCELLENT CONDITION.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	CONTINUED FROM LINE 6. TOTAL NUMBER OF CRSES CHRRIED OVER FROM THE PREVIOUS PERIOD Whether record is known to have been kept earlier than dates shown in item 2)
	OF OTHER AGENCIES; NUMBER OF CRSES OPENED DURING THE PERIOD; NUMBER OF APPLICATIONS
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	HOWAL RELIEF CASES BEING CARRIED, NUMBER OF CASES UNDER CARE BECAUSE OF UNEM- PLOYMENT - UNDER-EMPLOYMENT - INSUFFICIENT WAGE, NUMBER OF INDIVIDUALS PUT TO WORK
	DURING SUCH SPECIFIC PERIODS. TOTAL RELIEF GIVEN WORK RELIEF. AMOUNT OF RELIEF
	DURING SUCH SPECIFIC PERIODS, TOTAL RELIEF GIVEN WORK RELIEF, AMOUNT OF RELIEF PER RELIEF FAMILY; NUMBER OF SOCIAL WORKERS ON THE STAFF AND CASE LOADS AS
	CARRIED BY EACH INDIVIDUAL WORKER, NUMBER OF INTERVIEWS AS MADE BY THE SOCIAL WORKER, BOTH INSIDE OF OFFICE AND AT THE CLIENT'S HOMES.
I3.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)

# DALFIBORE EMERGRECT RELIEF CON TREION DAINY STATISTICAL REPORT OF LETAKE AND GLOSINGS APRIL 30th 1936

		0	aces Op				
	Total	Includes Sincles	New	014	Recurrent	Closings Senselled	Closings
0.0.	112	13	14	15	15	1	* - 8.
Dist.							
fotal	41	13	14	15	12	2	

# SALTINORE ENERGENCY RELIEF CONFISSION

# DAILY STATISTICAL HEPORT ON INTAKE AN OLDSTOS

AUG/187 10, 1934

1935.

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	Total Reported		al Cases	Opened Leaked	Olosings		
Dist	Accepted	Total	Yer	Recurrent	Cancelled	Glosines	
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cal	67	66	26	40	8	<b>51</b>	

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#### DISTRICT SECRETARIES! COMMENTS ON WEEKLY STATISTICAL REPORTS

## WEEK ENDING - JUNE 29, 1934

# District #1

Checks this week are \$1,415.91 over last week due to the fact that fourteen Workers eent no checks last week having eent two weeks checks the previous week. Every Worker sent checks this week.

Our Merchandise in the District Office this week went down \$ 534.81.

Our Cash Expenditure of June 15th was ______ \$ 16,731.88 
# # 22nd # _____ \$ 11,070.14

which gives us an overexpenditure for June 15th as against the 22nd of \$5,661.74.

Even though we report this week an overexpenditure of \$1,415.91 in checks we are \$4,245.83 under as last week's report did not show the expenditures for fourteen Workers. Our expenditures as we have tabulated will bring us within our required budget for the week.

Pennsylvania Railroad called back to work this week all men who had been in their employ. The majority of these will be closed cases after next week and we should show a material decrease after their first pay.

## Dietrict #2

We have not been able to close out cases as rapidly as we should have liked. In the first place several Workers are on vacation (Short vacations of a few days.) They were unable to get the dictation up before they left, due to pressure of other work and lack of sufficient Stenographic help. The relief in these cases is suspended, however. Workers etill on duty find they cannot dictate, due to carrying 2 peoples' caseloads and having to cover their caseloads with application blanks this week. As soon as we can get another Typewriter, an emergency relief Typist, and ease up a bit on Clerical demands on the Workers, we will renew our drive on closings. This week has been pretty difficult for the Workers because of the fact that several caseloads were not covered by application blanks. Those who had already used the application blanks system found it a most effective means of closing out cases.

We are trying to reduce rents in Suburban Sections and find some landlords very cooperative; others absolutely refuse to accept a maximum of \$25.00, claiming it would work real hardships on other land-owners in the section.

We hear of several big concerns shutting down temporarily because of lack of funds. Glenn L. Martin is the chief of these. They are supposed to have laid off 1000. Many applying here had previously been on our rolls and worked for the aircraft concern the last few months. Maryland Distillery has sold out and laid off hands. Intake is not up much, but applications are increasing. Our regular Intake Secretary will return from her vacation next week and we hope she can hold Intake down. We feel we have done wonders in June with an absolutely inexperienced Intaker.

The spirit of the Workers has been splendid and they are doing their utmost to cooperate with C. O. They take their responsibility very seriously.

District Secretaries' Comments on Weekly Statistical Reports (Cont'd).

# District #3

Cash expenditures in the District have decreased appreciably this week, in spite of the fact that a number of people were cut off work relief projects and had to be given cash from the District office. We have not paid rents which should have been paid this month, (Some of these will have to be paid for several months in arrears), so as to cut our expenditures for June as much as possible. These rents will have to be paid in July. I believe, however, that the rent payments we have been able to cut will counterbalance this in July.

We have made every effort to keep within the budget allotted. Next week the relief cases may be reduced due to the wholesale use of the application blanks this week. After that, however, it is believed that there can be no further drastic reductions in relief expenditures in District Three.

We had to reopen eight cases this week that had been closed in June, most of these people who said that after trying they found they could not get odd jobs.

# District #4

Our retrenchment this week did not come as easily as we had anticipated. However, cutting off household incidentals and some personal incidentals helped considerably. Intake was responsible for part of our difficulty as Intake increased in this district due to strike. Last week, you will recall, we had five new cases accepted due to the Butchers' strike; this week there were thirteen new applications, ten of which were accepted. Some are still pending. We also had one other strike case from a transferred case that we had to accept. Dryer's Box Factory and the hat factories are laying off. The city employment apparently must be improving a little, as we have had several work references to come back showing that they have recently re-instated some men and increased the time of others; and two men were offered jobs which they refused according to our work references. We are continuing to supplement Weiskittle's, as their difficulties are not yet settled.

Our savings were accomplished in the following menner:

- 1. Considerable people have gone to the country.
- 2. No increase in the packing house employees this week; will start next week.
- 3. Several new fraud cases have been discovered where clients were working and withholding information.
- 4. Several jobs have been secured and reported.
- 5. Considerable savings have been accomplished by sending cut-off tickets on work relief men whose carfare has run as high as \$4.00 weekly for double carfare. We removed a number from work relief.
- 6. The Mational Reemployment Bureau has secured several jobs for clients
- 7. People have had seasonal work such as plumbing, painting and produce jobs.
- 8. Mr. Davis continues to report jos that enable us to close the cases.
- 9. A very large number have been cut off where families refused to sign application blanks.
- 10. We have cut off supplementary relief whenever the income was anywhere near the adequate.
- 11. We have cut off several rentals where the families were working, although the amount is not determinable.
- 12 A drive on re-checking work references through the work reference forms has been undombtedly our very greatest savings this week.

District Secretaries Comments on Weekly Statistical Reports (Cont'd)

# District #4 (Cont'd)

13. Ceasing two week checks has brought some results this week, but more will be shown next week.

14. We have withheld numerous checks where we were suspicious that members of the fusilies were working and waited for them to come to the District Office for their checks, which they did not do. In these particular cases every effort had been made on visiting to get the families to admit that they had secured work, they had been found at home by delivery boys and were always present when worker visits; nothing could heretofore be proven against them.

15. We have completed our drive for 100% application forms on every active

family.

#### District #5

Our number of relief cases have been reduced 59 this week, but we feel sure it is not a permanent reduction either in caseload or in the amount of relief given, first because we did not send checks to many who did not bring in their application blanks, but whom we feel sure will come in next week, and secondly, because we also held off paying some rents, two large moving jobs etc. until July 1st.

The amount of relief and our number of relief cases will, therefore, rise considerably next week. I also estimate that we will spend \$2,000.00 more in rent next week than we did last. The workers are anxious to again include household incidentals in their budgets.

# District #6

We have been particularly careful to spend no money for Clothing, Shoes, Dental Work, etc. which was not absolutely urgent. This will necessarily increase our relief costs next week. So far as we can determine we have imposed no serious hardships upon the clients. The Workers have been especially cooperative in reducing relief costs and are due much credit for the manner in which they have handled the situation. We have had some reactions from cases closed a little too arbitrarily during the month, but are reopening them. On the whole things have worked out very nicely.

#### District #7

Despite the delay due to our inability to secure application blanks, practically all of them have been filled out and returned. The Workers have found them of little use in opening the way to further closings. This may be due to the fact that we had already used them in questionable cases.

Due to the apparent saving of sending only one week checks and the cutting out of shoes and clothing for the past week. I believe we will be able to come within our financial budget, barring unforeseen difficulty with Reut Bureau figures. I do not, just now, see any further way to effect savings unless we can do it through a closer control of rent. We are continuing, however, to have difficulty on that score because of inaccurate information given us by the Rent Bureau.

District Secretaries Comments on Weekly Statistical Reports (Cont'd)

# District #8

Cash given by District is considerably less than last week because the Workers (one half of total number) who would ordinarily have sent two-week checks this week sent only one-week checks for the current week. The effect of this change in check writing procedure was the same as if relief were provided for only one-half the relief load. (In actuality the other half were provided for by the double checks of last week included in last week's Obligations). Next week the cash will rise because all the Workers will write one-week checks.

# District #9

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Our comments for this week are about the same as they were last week. We would like to add, however, that the filling out of application blanks has already proved most helpful in reducing relief. Next week we will continue to concentrate on getting these application blanks and on following up the information which is gained in this way. The seeming increase in the amount of relief this week is caused by our change from sending checks every two weeks to sending them every week. Last week only half the staff had sent out relief while this week it was sent out for each Worker. We also paid more rent in District than last week yet amount paid by Rent Bureau went up. Number of applications filled out and signed 1701; Number of applications not filled out and signed 23kg.

## District #10

The \$122.65 for shoes represents purchase orders that reached Financial Department after weekly report had been computed early Friday afternoon. The order to stop shoe grants came close to 5 P. M. No shoes were granted beginning 6/23 with the exception of 3 pairs of specials thru Hochschilds.

We are able to compare cash relief given this period with same period in May because same Workers checks go out on same days every month. For this period in May we issued \$7,576.43, June \$6,435.19 a difference of \$1,141.24. No money was grated this week for clothing or household necessities.

We closed 37 cases this week of whom 28 received relief thru the following months: 2 in June; 9 in May; 6 in April; 8 in March; 1 in February; 2 in Jamuary.

During the week we discontinued relief in 13 cases. for the following reasons:
(1) 3 left city; (2) 5 Sufficient income; (3) 1 secured employment; (4) 1 concealed income; (5) 2 doubtful cases; (6) 1 receiving disability compensation. We will have more cut-ffs next week.

Regarding application blanks we have approximately about 650 signed and about 550 on which to secure signatures. Two workers are away on Vacation.

# District #11

The expenditures for shoes reported above are not for current week. Our system of reporting requires that orders are always reported for previous week. Next week we will attempt to show no purchases for shoes.

District Secretaries Comments on Weekly Statistical Reports (Cont'd)

# District #12

The following factors will help to account for the increased relief:

1. Steady increase of transfers-in.

2. Workers are just beginning to get acquainted with their new caseloads since redistricting was completed.

3. Lack of a rent clerk to check on rent situation in District.

Now that redistricting is completed and a rent clerk is to come on Monday more intensive investigations can be done, and relief held in greater bounds. The District has not completed having all the clients sign the application form.

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## COMBINED WEEKLY REPORT

# AUGUST 28, 1935

				Clos-	Sus- pend-			Cases	Relie	Cases	No. d	Relie	f Case	8	Cases	under		Em-	No.	Aver
Dist.	Total	POLICE AND	Cases Op-	cel-	Cases Re-o- pened	Cas-	Clos- ed	4		In- cludes Sin- gles	Persons in Relief Cases	ploya	ble P	rsons Fe-	Unem- ploy-	Under- ploy- ment	fic-	-Ployment Sec- ured	715- 1t-	Load per Vis- itor
Ao	4918	4847	60	11	10	54	151	5	<b>4453</b>	614	16,921	3685	2966	719	3296	264	188	12	58	85
Ba	3906	3858	40	8	10	17	78	1	3465	707	12,474	2686	2026	660	2554	181	70	49	50	78
C.	6817	6714	- 94	9	30	77	131		6272	1250	21,952	4890	3690	1200	4373	430	136	73	87	78
n.	5661	5600	57	4	2	136	73	1 .	5315	721	19,666	4080	2891	1189	3680	479	181	15	67	<b>8</b> 4
XI.	2973	2936	36	1	3_	63	94		2595	402	10,121	2064	1691	573	2100	120	71	43	(613)	
Total	24,275	23,955	287	33	35	¥+1	.5¢1		20,101	5694	61.13471	7,405	13,26	r uzlii	15,00	3 1474	: 545	192	270	31
Prev.	24,427	24,157	245	25	36	292	472	1 :	22, <b>249</b>		81,671 1	7,406	13,25	3 4153	16,10	1 1496	621	151	271	81
Inc	152	505	142	8		<u>55</u>	55	3	1मेंद		* //	ĩ	1	12	· . 9	8 <b>2</b> 2	25	41	<u>.</u>	

a Cases closed and reopened within current month.

b. Included in Total Cases.

c Calculated on basis of July Average.

d Does not equal total cases because non-industrial problems are not shown on report.

e 5 per Volunteer; 248 per Supervisor.

f Districts A-D. Includes 70 workers on vacation. Eight workers in District XI not used in figuring average case load.

g Includes 2 D.P.W. cases opened for Old Age investigation, and 24 D.P.W. cases opened for Out-of-Town investigations. In addition 15 D.P.W. cases referred for OA investigation were already active in the districts.

# COMBINED WEEKLY REPORT

## TOTAL OBLIGATIONS INCURRED FOR RELIEF

# AUGUST 28, 1935.

					Average	Relief
Dist.	Cash	Orders *	Work Relief Earnings ^b	Total Relief	per Relief Case	per Indi- vidual
A.	\$ 27,556.63	\$ 4,641.71	\$ 5,220.58	\$ 37,418.92	\$ 8.40	\$ 2,21
B	21,838.03	3,232.27	3,190.35	28,260,65	8.16	2.27
C.	41,518.58	5,727.61	5,728.67	52,974.86	8.45	2.41
D.	32,996.68	4,591.96	6,240.44	43,829.08	8,25	2.23
XI.	16,361,84	2,404.97	4,283.18	23,049,99	8,88	2,28
Total	\$ 140,271.76	\$ 20,598.52	\$ 24,663.22	\$ 285,533.50	\$ 8.40	\$ 2.29
Prev. Wk.	\$ 138,216.65	\$ 20,523.16	\$ 27,150.00	\$ 185,889.81	\$ 8.35	\$ 2.28
Inc. or	\$ 2,055,11	\$ 75.36	\$ 2,486.78	\$ 396.31	\$ .05	\$ .01

a Includes \$2,220.00 estimated cost of Medical Care.
b Includes \$5,256.51 Direct Relief. (In addition \$ 1,131.06 was paid to non-relief persons.)

# SUM OF CASH AND ORDERS ITEMIZED

# AUGUST 28, 1935.

Dist	Total	Food	Shelter	Clothing	Fuel	P.U.S.	Medical Care	Household Necessities	Niscel- laneous
A	\$ 32,198.34	\$ 21,760.03	\$ 7,113.61	\$ 176.39	\$ 347.81	\$ 1,308.06	\$ 516.23	\$ 562.01	\$ 414.20
B.	25,070.30	16,476.76	4,410.33	1,474.78	468.97	769.12	398.07	620.16	452.11
C.	47,246.19	30,521.54	9,058,25	2,871.08	991.65	1,161.97	717.05	1,175.90	748.75
D.	37,588.64	25,277.93	8,429.93	647.12	698.85	876.08	644.50	686.42	327.81
XI.	18,766.81	12,404,92	3,559,93	425.43	5.18	937.54	385.73	642,26	405.82
Total	\$ 160,870.25	\$105,441.18	\$32,572.05	\$5,594.80	\$2,512.40	\$5,052.77	\$2,001.58	\$3,686.75	\$2,345.69
Prev.	\$ 158,739.81	\$107,281.81	\$32,340.21	\$2,925.04	\$2,542.20	\$4,906.64	\$2,739.61	\$3,682.11	\$2,322.19
Inc. or	\$ 2,130.47	\$ 540.63	\$ 231.84	\$2,669.76	\$ 29.75	\$ 146,13	\$ 78.05	\$ 4.64	\$ 26.50

BALTIMORE EMERGENCY RELIEF COMMISSION

# COMPARISON OF BUDGET ALLOWANCE AND ACTUAL OBLIGATIONS INCURRED FOR RELIEF

# AUGUST 28, 1935.

	<b>(</b>			tion of Actual from	
Dist.	Budget Allowance	Actual	Amount	Percent	
<b>A.</b>	\$ 37.098.00	\$ 37,418.92	\$ 320.92	•9	
В.	27,996.00	28,260.65	264.65	.9	
c,	46,752.00	52,974.86	6,222.86	13.3	
D.	42,096.00	43.829.08	1,733,08	4.1	
XI.	23,202,00	23,049,99	- 152,01		
Total	\$ 177,144,60	1 185,533.50	\$ \$1,549×50	<b>*.</b> *	

#### DISTRICT SECRETARIES! COMMENTS ON WEEKLY STATISTICAL REPORT

#### AUGUST 28, 1935.

#### DISTRICT A

The total number of relief cases dropped one. The total number of single individuals increased 16. This is accounted for by the fact that two or three weeks ago we tried some trial closings in this group which did not succeed.

Intake applications are extremely heavy because of the fact that educational and professional projects are being placed on a relief status. Also, because of WPA, undoubtedly more people are applying than ordinarily. Expenditures are running high, and we would be much more overspent than we are if we even began to fill many of the requests for clothing which will have to be met sooner or later this fall. Pennsylvania Railroad is continuing to lay off employees, and more skilled ones are amongst those applying.

#### DISTRICT B

We have closed 83 cases this week, an increase of 7 over last week. The majority of these are due to seasonal employment; others are due to temporary financial adjustments such as insurance and frozen assets. Our total case load is 3839, our relief case load is 3465. Seven hundred and seven of these are single cases.

We have opened 40 cases this week, a decrease of 7 over last week. Eleven of these have been for social reasons, 18 industrial, 5 of which were on account of insufficient income. Thirteen have been made recurrent by workers. The majority of the cases opened at Intake were entirely new to any agency.

#### DISTRICT C

Closings are still greater in number than intake, although intake is larger this week than previous week.

Total caseload for the district is slightly smaller than previous week.

District Secretaries' Comments on Weekly Statistical Report (Cont'd) Aug. 28, 1935.

#### DISTRICT D

Fifty-two cases were opened or re-opened during the past week; forty-eight by Intake.

There were, however, only twenty-four new cases. The majority of cases accepted at Intake were due to unemployment, but no particular firm or industry contributed a majority.

#### DISTRICT 11

We continue the downward trend in case load with 94 closings as against 36 openings and anticipate closing within the next month 150 additional cases under care at this time.

About 1/3 of the case load consists of families containing no employable individuals.

Four hundred and two single cases are included in the active case load of this week.

September MONTH

Jo State

MARYLAND EMERGENCY RELIEF ADMINISTRATION

MONTHLY REPORT OF CASE LOAD

	NUMBER	NUMBER OF	NUMBER OF
•	OF	PERSONS	SINGLE
	FAMILIES	REPRESENTED	PERSONS.
l- Total Number of Open Cases Carried			Reporte
Forward From Preceding Month	4.0%		end of
	(24,918)	(104,699)	(3,954) Angus
	54,850	104, 314	14-053
- Total Number of Applications Received during the Month.	2,790	11,250	1,078
- Total Number of New Cases Opened	637	2,459	560
- Total Number of Old Cases Re-opened	864	3.969	187
- Total Number of Cases Opened during	1,501	6,458	147
the month (Total of Items 3 and 4)			
- TOTAL NUMBER OF CASES OPEN DURING MONTH			
a- Open cases that did not receive re- lief during month	1,494	5.939	389
b- Number of cases that received re- lief during the month	24,687	104, 533	4.079
Total - (Must agree with sum of Items 1 and 5)	26.3AL	110,772	4,468
- Total Number of Cases Closed during month	1,542	6, 180	315
- TOTAL NUMBER OF CASES OPEN AT END OF MO.			
a- Number of Cases active at end of mo.	23,602	99,515	3, 594
b- Number of cases inactive at end of month	1,237	5.077	259
Total - (Must agree with difference between total of Item 6 less Item 7)	24, 539	104.592	4,153
- Total number of Service Cases treated	771	3,002	197
during month	\$ <b>5</b> —	3,002	-2:
- CASES RECEIVING DIRECT RELIEF DURING			effectivenen in eminente de Aria, de Aria de Aria de Aria, de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de Aria de
THE MONTH  - Not supplemented by Work Relief	20,053	80 <b>.</b> 558	4,037
o- Supplemented by Work Relief	3.749	19,652	14
CASES RECEIVING WORK PROGRAM EARNINGS DURING THE MONTH	4, 834	24.275	ŗ5.
Number of Persons on Last Administra-	BURC	WORK DIVISION	
tive Payroll Ending During the Month	( <b>Sept. 3</b> 0)	(0ct. 3)	241
a- Relief	946	83	1,029
b- Non-Relief			<b>-</b>

a 37 families reclassified as singles; I duplicate case combined.

Evelym E. Singleton

Statistician

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MERA.
Board M. R.A. 2 ma apr 1935?

## COMPARATIVE SERVICE REPORT - August 1935

#### OBLIGATIONS INCURRED FOR RELIEF

Page 1

1936

			Earnings Direct		Total	Average Relief		
Dist.	Total Cash	Total Orders	paid by Work Bureau	Relief Work Division	Oblig- ations Incurred	per case	per Indiv- idual	
A.	\$ 126,862.04	\$ 21,721.30	\$ 22,172.19	\$ 4,679.22	\$ 175,434.75	\$ 37.15	\$ 9.67	
<b>B.</b>	100,537.47	17,122.74	13,087.03	2,739.78	133,487.02	36.00	10.27	
C.	177.716.69	25,849.33	24,146.89	5,590.86	233,213.77	35-39	10.18	
D.	142,911.58	21,119.63	23,910.07	9,115.85	197,057.13	35.96	9.63	
XI.	73.998.64	11,386.66	18.275.59	3.522.76	107,183,65	37.70	9.59	
Total	\$ 622,026,42	\$ 57,199,66	\$101,591.77	\$ 25,558.47	\$ 846,376.32	\$ 36.26	\$ 9.88	
Prev.	\$ 614,341.32	\$ 95,304.45	\$ 73.627.58	\$ 28,576.76	\$ 811,850.11	<b>\$</b> 33.75	\$ 9,20	
Inc. or	\$ 7,685,10	\$ 1,895.21	\$ 27,964,19	\$ 3,018.29	\$ 34,526.21	\$ 2.51	\$ .68	

^{*} Source of data - Accounting Department.

Centrus office + peistret.

# BALTIMORE EMERGENCY RELIEF COMMISSION COMPARATIVE SERVICE REPORT — Angust 1935

# OBLIGATIONS INCURRED FOR RELIEF

	Total			SUM OF	CASH AND ORDER	RS (Itemized)			
Dist.	Cash and Orders	Pood	Shelter	Clothing		P.U.S.	Medical Care	House- hold	Miscel- laneous
A.	\$ 145,583.34	\$ 100,539.94	\$ 31,721.59	\$ 2,154.23	\$ 1,585.06	\$ 5.723.69	\$ 2,486.47	\$ 2,509.48	\$ 1,862,78
B.	117,660.21	77,308.61	20,734.01	7,266.	2,116.01	3,638.92	1,737.60	2,876.52	1,981.73
C.	203,566.02	134,141.78	39,954.04	8,977.63	4,322.83	4,914.48	3,070.21	5,000.61	3,184,44
D.	164,031.21	110,768.75	37,059.47	2,306.63	3,091.16	3,669.13	2,725.60	2,935.06	1,475.41
XI.	85,385,30	56,783,46	16,284,50	1.790,77	.87	4,262,32	1,525,22	2,925.81	1.812.35
Total	\$ 719,226.08	\$ 479.542.54	\$ 145,753.71	\$ 22,496.07	\$ 11,115.93	\$ 22,208.54	\$ 11,545.10	\$16,247.48	\$10,316.71
Prev.	\$ 709,645.77	\$ 479.217.96	\$ 147,532.98	\$ 13,536.25	\$ 11,421.73	\$ 22,284.08	\$ 11,624.85	\$14,661.33	\$ 9,366,59
Inc. or	\$ 9,580,31	\$ 324.58	\$ 1,779,27	\$ 8,959.82	\$ 305.80	\$ 75.54	\$ 19.75	\$ 1,586,15	\$ 950,12

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# BALTIMORE EMERGEN CY RELIEF COMMISSION

# MONTHLY STATISTICAL AND FINANCIAL REPORT

# APRIL - 1936

	April 1936	March 1936	April 1935
Total cases under care	11,237	11,191	32,947
Cases carried from previous month	10,175	9,855	31,680
Cases opened during month	1,062	1,336	1,267
Number of applications	2,906	3,389	2,364
Percent of applications made cases	36.5%	39.4%	53 <b>.</b> 6%
Cases closed during month	1,202	1,016	2,878
Number carried to next month	10,035	10,175	30,069
Racial distribution of clients			
White	5,676	5,631	18,788
Negro	5 <b>,</b> 556	5 <b>,</b> 533	14,147
Yellow	2	2	
Brown	3	2	3 8
Red	ļ	3	i
Number of relief cases	10,123	10,110	30,404
Includes cases containing employable	,,	10,110	ار مار
persons	4,542	4,151	
Cases made cooperative during month	47	43	24
Total cooperative cases under care	391	400	756
Cases under care because of			
Unemployment	3 <b>,</b> 649	3,911	23,601
Underemployment	270	292	2,167
Insufficient wage	302	228	
Other problems	7,016	6,760	1,229 5,950
Employment secured	371	188	1,411
WPA transfers	5,4	157	<b>-,</b>
Total obligations incurred for relief	\$294,174.15	\$320,830.96	\$999,936.26
Relief per relief case	\$ 29.06	\$ 31.73	\$ 32.89
Relief per individual	\$ 8.92	\$ 9.70	\$
Number of Visitors	109	114	282
Average case load per Visitor	100	95	101
Number of interviews	22,412	23,167	72,559
Inside office	10,104	10,932	<u>72,559</u> 17,468
Outside office	12,308	12,235	55,091

# WEEKLY STATISTICAL AND FINANCIAL REPORT

MAY 27, 1936

		WEEK END	WEEK ENDING			
	May 27. 193	66 May 20, 1936	May 29,193			
Cases carr ed from previous neek	9,773	9,831	28,340			
Cases opened during week	27	180	193			
Closings cancolled	2	6				
Total cases under caro	9,802	10,017	<b>2</b> 8, <b>5</b> 33			
Casos closed during week	<u>\</u> \$37	<b>ड</b> ग्रंग	1,573			
Number of rolief cases	8,222	8,606	24,251			
Includes relief cases containing employable persons	2,806	3,179				
Cases under care because of		•				
Unemployment	2,601	2,645	20,1468			
Underemployment	- 213	217	1,628			
Insufficient wago	137 b	202	903			
Individuals put to work during week	108	79	398			
Transfers to WPA	. 3	57				
Total relief given	\$ 60,026.40	\$ 65,255.24 \$ 10	<b>81,530.1</b> 3			
Relief per relief case	\$ 7.30	\$ 7.58 \$	7.49			
Number of Visitors Average case load per Visitor	107 ^{&amp;} 89	105 92	ծօ 54 <i>∱</i>			

a Exclusive of 264 District XI cases carried by 2 special supervisors. b Closed, non-relief or awaiting special permission.

obselete

For BERC Comm.

FORM NO. 306 (REVISED 10/1/38)

# MONTHLY STATISTICAL REPORT ON PUBLIC ASSISTANCE



Booth & Charter

LOCAL	UNIT	
MONTH		107

#### A. APPLICATION FOR PUBLIC ASSISTANCE

. :	UNDUPLICA-	NDUPLICA- NUMBER DF APPLICATIONS					
·	TED NUMBER DF APPLI— CATIONS	FOR OLD AGE		ID TO CHILDREN	F DR PUBLIC ASSISTANCE	F OR GENERAL	
APPLICATIONS	FOR PUBLIC ASSISTANCE	ASSISTANCE	NUMBER OF NUMBER OF FAMILIES CHILDREN		TO NEEDY BLIND	PUBLIC ASSISTANCE	
	1	11	111	17	V	۷۱	
I. PENDING FROM PRECEDING MONTH (LINE 5, PRECEDING MONTH)	xxx						
2. RECEIVED DURING THE MONTH	xxx						
3. TOTAL DURING MONTH (ITEM   PLUS   ITEM 2)	xxx						
4. DISPOSED OF DURING MONTH (SUM OF ITEMS A, B, C)	xxx						
A.APPROVED (SAME AS ITEM 7)	xxx						
B.DENIED AS INELIGIBLE	xxx			·			
C.DISPDSED DF FDR OTHER REASONS	xxx						
5. PENDING AT END OF MONTH (ITEM 3 MINUS ITEM 4)	x×x			·			

#### B. NUMBER OF CASES APPROVED FOR PUBLIC ASSISTANCE

			NUMB	ER DF		
CASES	UNDUPLICATED NUMBER OF CASES APPROVED FOR PUBLIC ASSISTANCE	INDIVIDUALS APPROVED FOR DLD AGE ASSISTANCE	CASES IN WHICH AID TD DEPENDENT CHILDREN HAS BEEN APPROVED FAMILIES CHILDREN		INDIVIDUALS APPROVED FOR PUBLIC ASSISTANCE TD NEEDY BLIND	CASES APPROVED FOR GENERAL PUBLIC ASSISTANCE
	1	11	111	IV	V	V1
6. CONTINUED FROM PRECEDING MONTH (LINE 10, LAST MONTH)						
7. ADDED DURING MONTH (SUM DF A, B, C.)				·		
A. NEW: NEVER PREVIDUSLY APPRDVED						
B. DLD: LAST CLDSED PRIOR TD OCTDBER IST						
C. RECURRENT: LAST CLDSED AFTER OCTOBER IST						
8. TOTAL DURING MONTH (ITEM 6 PLUS 7; ALSO A PLUS B PLUS C)						
A÷ RECEIVED ASSISTANCE DURING MDNTH					'	
B. RECEIVED SPECIAL PAYMENTS ONLY DURING MONTH			xxx	xxx		
C. RECEIVED ND PAYMENT DURING MONTH						
9. CLOSED DURING MONTH			,			
10. CONTINUED TO NEXT MONTH						

C. APPLICATIONS FOR W.P.A. REFERE	С.	APPLICATI	IONS	FOR	W.P.At	REFERRA
-----------------------------------	----	-----------	------	-----	--------	---------

C. APPLIC	AT ION	FOR	W.P.A.	REFER	RAL										
			APPL	ICATIO	NS FOR	W.P.A	REFE	RAL				NUMBE	R OF	APPLICA	TIONS
II. PENDI	NG FRO	M PRE	CEDING	момтн	(ITEM	15, PF	RECEDIA	IG MONT	HIS RE	PORT)					a a
12. RECEI						·						1			······································
13. TOTAL	DURIN	IG THE	MONTH												
14. DISPO															
		) TO W											•••••	•••••••••••••••••••••••••••••••••••••••	••••••
			LIGIBLE							••••••••••	•••••		•••••••		• • • • • • • • • • • • • • • • • • • •
C. DI	SPOSEC	OF F	OR OTH	R REAS			.,,,						· · · · · · · · · · · · · · · · · · ·	•••••••••	
15. PENDI	NG AT	END OF	MONT	<del></del>		• • • • • • • • • • • • • • • • • • • •	***************************************		• • • • • • • • • • • • • • • • • • • •	•••••••••			• • • • • • • • • • • • • • • • • • • •	***************************************	***************************************
D. DETAIL		<del></del>							<del></del>		······································	T			
GENERAI	L PUBL	IC ASS	SISTAN	E CASE	ES GRAN	NTED AS	SISTAN	ICE DUR	ING TH	E MONT	H	NU	MBER C	F CASE	s ——
16. NOT RE	EFERAE	LE TO	W.P.A	•											
.7											•••••••••	1		·····	<del></del>
17. PENDI	NG REF	ERRAL	OR ASS	SIGNME	VI 10 V	V.P.A.						<u></u>			
E. PERSON	S REPR							ENT FR	OM GEN	ERAL F	UBLIC	ASSIST	ANCE F	UNDS	
	<del></del>	<del> </del>				PRESENT	<del></del>					+	MBER C	F PERS	ONS
18. TOTAL														·	
19. CASES	REPOR	RTED II	N LINE	8B, C	OLUMN V	/ [			•••••••			<u> </u>	<del>,</del>		
F. DETAIL															
			1,	PE OF	CARE D	DURING	MONTH					N	UMBER	OF CAS	ES
20. CHILD	WELFA	RE SEF	RVICES		•••••	••••••••••••••••••••••••••••••••••••••									
21. OTHER	SERVI	CES	,						••				·····		
22. SURPL	JS COM	MODIT	ES ON	.Y		**********									
23. INACT	IVE CA	SE; OF	EN FOR	OBSE	RVATION	ONLY	••••••					<u> </u>		.,	
24. OTHER	INACT	IVE CA	ASES	····			***************************************						••••••	•••••••	• • • • • • • • • • • • • • • • • • • •
25. TOTAL	(MUST	EQUAL	LINE	gc,coi	UMN VI	)									
G. DETAIL	OF UN	DUPLIC	CATED (	ASES W	HICH F	RECEIVE	D PAYM	ENT DU	RING M	ONTH (	LINES	8A AND	8B, C	OLUMN	1)
						NUMB	ER OF	CASES	CODED				·····		
TOTAL 1 2 3 4 5 6 7 8 9 10 11 12 13 1				14	1.5										
			<u> </u>	<b></b>		<del>                                     </del>	<del>                                     </del>	<del>                                     </del>	<del></del>	<del>                                     </del>	<del>                                     </del>	<del>                                     </del>	<del>                                     </del>	<del>                                     </del>	1 "
		<u> </u>	<u> </u>		L	<u> </u>	L	<u> </u>	<u> </u>	<u> </u>	Ļ	L	L	<u> </u>	<u>L</u>

SPA supplemention

Social Security Board Washington, D. C.



Date of report_

# SCHEDULE FOR INTERCITY EXCHANGE OF RELIEF INFORMATION

Name and title of person reporting  A. Applications for relief  1. Pending from preceding month. 2. Received during month 3. Total during month 4. Applications for WPA employment (2) Loss of WPA employment (2) Loss of WPA employment (3) Chronic illness. (4) Cessation of unemployment compensation (5) Other.  b. Disposed of for other reasons c. Rejected. 5. Pending at end of month  6. General relief cases under core: 6. Continued from preceding month. 7. Added during the month (same as item Ma). 8. Total appen during the month 9. Closed during the month 10. Continued to next month 10. Continued to next month 11. Total number of cases receiving relief during month 12. Single-person cases 13. Intolal number of cases receiving relief during month 13. Total (same as item 9) 14. Cases closed by transfer to other relief status 15. To out appended to the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of the continued of th	Report	of	_	City	
A. Applications for relief:  1. Pending from preceding month.  2. Received during month.  4. Disposed of during month.  5. Accepted for general relief  (1) Loss of WPA employment  (2) Loss of regular employment  (3) Chronic illness.  (4) Cessation of unemployment compensation  (5) Other.  5. Disposed of for other reasons  c. Rejected.  5. Pending at end of month  8. General relief coses under core:  6. Continued from preceding month.  7. Added during the month  9. Closed during the month  10. Continued to next month  a. Single-person cases  b. Family cases.  11. Total number of cases receiving relief during month  a. Single-person cases  b. Family cases.  12. Not receiving relief during month  13. Total (same as item 9).  14. Cases closed by transfer to other relief status  a. In WPA.  b. To CCC.  c. To NYA.  d. To old-age assistance  e. To aid to the polind  p. Contered.  a. Regular employment obtained  b. Increased earnings.  c. Other income increased.  d. Unemployment compensation received.  a. Regular employment obtained  b. Increased earnings.  c. Other income increased.  d. Unemployment compensation received.  e. Other income increased.		(Name of agency)			
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a. Single-person cases b. Family cases					
b. Family cases.  11. Total number of cases receiving relief during month					-
11. Total number of cases receiving relief during month					
a. Single-person cases	11				e
b. Family cases					<u> </u>
12. Not receiving relief during month.  C. Analysis of general relief cases closed during month:  13. Total (same as item 9).  14. Cases closed by transfer to other relief status.  a. To WPA.  b. To CCC.  c. To NYA.  d. To old—age assistance.  e. To aid to dependent children.  f. To aid to the blind.  g. To private relief.  h. Other.  15. Cases closed because relief no longer needed.  a. Regular employment obtained.  b. Increased earnings.  c. Other income increased.  d. Unemployment compensation received.  e. Other.  16. Cases closed because of shortage of relief funds.					
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b. To CCCC.  c. To NYA.  d. To old-age assistance	14.	Cases closed by transfer to other relief status			
c. To NYA.  d. To old-age assistance		a. To WPA		• •	
d. To old-age assistance		b. To CCC	:	• •	
d. To old-age assistance		c. To NYA		· · <u></u>	
e. To aid to dependent children				•	
f. To aid to the blind					
g. To private relief					
h. Other					
15. Cases closed because relief no longer needed					
a. Regular employment obtained	15				
b. Increased earnings	10.				<del></del>
c. Other income increased		- · · · · · · · · · · · · · · · · · · ·			
d. Unemployment compensation received					
e. Other					
16. Cases closed because of shortage of relief funds					
	47				
17. All other cases closed					<del></del>
	1/.	All other cases closed	• • • • • • •	• • • • • • • • • • • • • • • • • • • •	

Form	RS-225
page	2

D.	Cases open on last day of month (included in item 10) with employable persons not employed:  18. Total including one or more employable persons
	Cases receiving relief further analyzed (receiving relief this month, item 11, or continued to next month, item 10; cross out one):  19. Total
F.	Staff engaged in general relief operations:  20. Total

^{*}Please list here special services included

#### MONTHLY STATISTICAL REPORT

<u> APRIL - 1936</u>

South Page 1

		1	1	Central		Major	cases by	rmed
I. ANALYSIS OF ALL CASES	Total	Minor	Major	Intake	District	U	D.C.	E.
1. AKADIOTO OF ADD OAODO	10021	1/11/01	ma.joi	III dance	DILOTIO	· · · · · ·	2.0.	
A. Total cases under care	11,237	97	11,140	2,457a	8,780	2,980	3:735	4,425
1. Carried over from previous month	10,175	48	10,127	1,434a	8,306	2,808	3,534	3,785
2. Transfers from Intake to District								į
a. January - March Intake				(-435)	435			
o. April Intake	\			- 39	39			
3. Intake				_				
a. Applications accepted	1,062	49	1,013	1,062 ^b		172	201	640
l) New	3,96	43	353	396		83	63	207
2) 01d	250	3	2,47	250		31	7+0	176
3) Recurrent	416	3	413	416		58	98	257
b. Not Made Cases	1,844c		1,844c	1,844				
c. Total applications	2,906	49	2,857c	2,906		·		1
d. Percent of applications accepted	36.5 \		34.9	,				
4. Cooperative Cases								
a. Cases made cooperative during month	47	1	47					
b. Total cooperative cases for month	391		391					
B. Classification			·					
*1. Relief	10,123		10,123			2,775	3,551	3.797
2. Service	836	96	740			132	147	461
.3. Inactive	278	1	277			73	37	167
C. End of Month Status			·		. i			
1. Closed	1,202 ^e	58	1,144			154	123	867
2. Carried forward-relief	9,445		9,445			2,710	3,487	3,248
<ol><li>Carried forward-no relief</li></ol>	590	39	55⊥			116	125	310
*D. Employables in Relief Cases	4,542		4,542			41	741	3,797
1. Male	3,153		3,153			1	139	3.013
a. White	2,101		2,101			1	68	2,032
b. Negro	1,052	•	1,052				71	981
2. Female	1,389		1,389			3	602	784
a. White	350		350			1 2	121	228
b. Negro	1,039		1,039			2	4818	· 556

a Cases remaining in Intake at end of April (active or closed). b Includes 39 cases transferred to District. c Includes 1124 cases rejected by Reception Clerk. d U-Unemployable, DC-Dependent Children, E-Employable. See Page 2.

the week

#### BALTIMORE EMERGENCY RELIEF COMMISSION

#### MONTHLY STATISTICAL REPORT

APRIL - 1936

Sol Maily Fage 1

				Central		Major	cases by	Typed
I. ANALYSIS OF ALL CASES	Total	Minor	Major	Intake	District	U.	D.C.	E.
A. Total cases under care	11,237	97	11,140	2,457a	8,780	2,980	3;735	4,425
1. Carried over from previous month	10,175	48	10,127	1,434a	8,306	2,808	3,534	3,785
2. Transfers from Intake to District	1		*************************	x00 000 000 000 000 000 000 000 000 00				
a. January - March Intake				(-435)	435	1		
o. April Intake				- 39	39	1	••••	
3. Intake								
a. Applications accepted	1,062	49	1,013	1,062b		172	201	640
l) New	396	43	353	396	***************************************	83	63	207
2) Old	250	3 3	247	250		31	40	176
5) Recurrent	416_		413	416		58	98	257
b. Not Made Cases	1,8440		1,844c	1,844	4,,			
c. Total applications	2,906	49	2,8570	2,906	**************			
d. Percent of applications accepted	36.5		34.9					
4. Cooperative Cases								
a. Cases made cooperative during month	47		47	*************************************				
b. Total cooperative cases for month	391		391					
B. Classification								
*1. Relief	10,123		10,123			2,775	3,551	3,797
2. Service	836	96	740			132	147	461
3. Inactive	278	1	277			73	37	167
C. End of Month Status								
1. Closed	1,202e	58	1,144			154	123	867
2. Carried forward-relief	9,445		9,445			2,710	3,487	3,248
3. Carried forward-no relief	590	39	55⊥ 4,542			116	125	310
*D. Employables in Relief Cases	4,542		4,542			41	741	3,797
l. Male	3,153		3,153			1	139	3,013
a. Wnite	2,101		2,101	• • • • • • • • • • • • • • • • • • • •	*******************************	1	68	2,032
b. Negro	1,052		1,052				71	981
2. Female	1,389		1,389	********************************		3	602	784
a. White	350		350			1	121	228
b. Negro	1,039	1	1,039			2	4818	556

a Cases remaining in Intake at end of April (active or closed). b Includes 39 cases transferred to District. c Includes 1124 cases rejected by Reception Clerk. d U-Unemployable, DC-Dependent Children, E-Employable. See Page 2.

Footnotes cont'd from Page 1 - e Includes 239 transfers to WPA. f Others in household not legally responsible for care of head of family. g Includes female domestics not counted as employable in previous months' report.

Monthly Statistical Report (Continued) April - 1936							
			Major cases by Typ				
II. ANALYSIS OF RELIEF CASES	Total	U.	D.C.	E.			
A. Total cases and persons							
1. Total cases	10,123	2,775	3,551	3,797			
2. Percent of total case load	90.1	93.1	95.1	85.8			
3. Total persons	32,992	3,771	15,107	14,114			
4. Average size of family (including singles)	3.3	1.4	4.3	3.7			
B. Families							
1. Direct relief only							
a. Families	7,410	795	3,551	3,064			
b. Persons	30,279	1,791	15,107	13,381			
2. Amount of relief							
a. Total income received from BERC			T ( C )	2.276			
1) Families	5,586	646	2,684	2,256			
2) Persons	22,102	1,446	11,180	9,476			
b. Supplementation of own income by BERC			n(-				
1) Families	1,824	149	867	808			
2) Persons	g,177	345	3,927	3,905			
3. Number on relief rolls at end of month			- 1	0.50			
a) Families	6,861	780	3,487	2,594			
b) Fersons	27,843	1,756	14,858	11,229			
C. Singles							
1. Direct relief only	2,713	1,980		7.33			
2. Amount of relief				C) o			
a. Total income received from BERC	2,442	1,800		642			
b. Supplementation of own income by BERC	271	180		91			
3. Number on relief rolls at end of month	-2,584	1,930		654			
III. Analysis of Minor Cases							
A. Total minor cases	97						
I. Report on closed case							
2. Investigation for O.T. agency	. 96						
3. CCC inquiry		•					

Footnotes cont'd from Page 1 - e Includes 239 transfers to WPA. f Others in household not legally responsible for care of head of family. g Includes female domestics not counted as employable in previous months' report.

Monthly Statistical Report (Continued) April - 1936	The state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the s	N	Major cases by	Mann o
II. ANALYSIS OF RELIEF CASES	Total	U. I	D.C.	E.
A. Total cases and persons	20002			
1. Total cases	10,123	2,775	3,551	3,797
2. Percent of total case load	90.1	93.1	95.1	85.8
3. Total persons	32,992	3,771	15,107	14,114
4. Average size of family (including singles)	3.3	i.4	4.3	3.7
B. Families				
1. Direct relief only				
a. Families	7,410	795	3,551	3,064
b. Persons	30,279	1,791	15,107	13,381
2. Amount of relief		•••••••••••••••••••••••••••••••••••••••		
a. Total income received from BERC				
1) Families	5,586	646	2,684	2,256
2) Persons	22,102	1,446	11,180	9,476
b. Supplementation of own income by BERC				
1) Families	1,824	149	867	808
2) Persons	8,177	345	3,927	3,905
3. Number on relief rolls at end of month			- 1	2 52)
a) Families	6,861	780	3,487	2,594
b) Persons	27,843	1,756	14,858	11,229
C. Singles				777
1. Direct relief only	2,713	1,980		733
2. Amount of relief	2 100	7 000		642
a. Total income received from BERC	2,442	1,800		00
b. Supplementation of own income by BERC	271	180	,	91 654
3. Number on relief rolls at end of month	2,584	1,930		094
III. Analysis of Minor Cases	0.7			
A. Total minor cases	97			
1. Report on closed case	00		***************************************	***************************************
2. Investigation for O.T. agency	96		***************************************	***************************************
3. CCC inquiry	1			

Monthly Statistical Report (Continued) April - 10	936.				
				Major cases b	y Type "
IV. Problems ^a	Total	Minor	U.	D.C.	E.
A. Unemployment	3,649				3,649
B. Underemployment	270				270
C. Insufficient wage	302				302
D. Other problems	7,016	97	2,980	3,735	204d
V. Services					
A. Employment secured	37,1b				
B. Transfers to WPA	24				
C. CCC enrollments	216c				
VI. Color		%	\· \	%	% ( ) 2 ( ( ? ) ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % ( ) % (
A. White		0.5) 41	1,534 (5	1.5) 1,440 (	38.6) 2,661 (60.1) 61.4) 1,761 (49.9)
B. Negro	5,556 (49	9.5) 56	1,444 (4	$(8.5) \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	61.4) 1,761 (49.9)
C. Yellow	2				2
D. Brown	3		2		<u> </u>
E. Red					

a For detailed analysis of problems of cases active end of April see pages 14 - 15.

b  $\underline{139}$  cases in Central Intake, and  $\underline{232}$  cases in District. c. Includes 189 boys (16 - 25 years of age) and 27 veterans.

d. Temporary illness.

Monthly Statistical Report (Continued) April -				Major cases by Type"				
IV. Problems ²	Total	Minor	U.	D.C.	E.			
	7 (1)0				3.649			
A. Unemployment	3,649			**************************************	***************************************			
B. Underemployment	270		***************************************		270			
C. Insufficient wage	302				302			
D. Other problems	7,016	97	2,930	3,735	50.11 g			
V. Services								
A. Employment secured	371b			*******************************				
A. Employment secured B. Transfers to WPA	24							
C. CCC enrollments	216c							
VI. Color		%		%	%			
A. White	5,676 (50	).5) 41	1,534 (5	1.5) 1,440 (3	38.6) 2,661 (60.1)			
B. Negro	5,556 (49	9.5) 56	1,444 (4	8.5) 2,295 (6	51.4) 1,761 (49.9)			
C. Yellow	2				2			
D. Brown	3		2		<u> </u>			
E. Red					1			

a For detailed analysis of problems of cases active end of April see pages 14 - 15.

b 139 cases in Central Intake, and 232 cases in District. c. Includes 189 boys (16 - 25 years of age) and 27 veterans.

d. Temporary illness.

Monthly Statistical Report (Continued) April - 1936

	Grand	Central			Type of Cas	е	
·	Total	Intake	Total	U.	D.C.	Ē.	Unclassified
VII. Social Work Staff							
A. Supervisors	13ª	3	10 ^a				
B. Visițors	109	37	72	20	29	23	
C. Average case load per visitor	100°	7gc	117	118 ^G	115d	151 g	
VIII. Interviews						Ì	
A. Total by Case Work Staff	22,412	8,345	14,067	5,067	4,201	4,270	529
1. With client	19,899	7,360	12,539	4,213	3,904	4,037	<b>3</b> 85
2. With collateral	2,513	985	1,528	854	297	233	144
B. Outside office	12,308	2,792	9,516	4,437	2,782	2,238	59
1. With client	10,190	1,951	8,239	3,673	2,515	2,037	14
2. With collateral	2,118	841	1,277	764	267	201	45
C. Inside office-Workers, Supervisors.Sec.	8,050	3,499	4,551	630	1,419	2,032	470
1. With client	7,677	3,377	4,300	540	1,389	2,000	371
2. With collateral	373	122	251	90	30	32	99
D. Inside office - Intake Secretaries	2,054	2,054					,
1. With client	2,032	2,032					
2. With collateral	22	22					
≨E. Total by reception clerke	4,045	4,045					

a Includes 3 District XI supervisors.

b 322 District XI cases not used in figuring average.

[!] c 446 transfers to District (435 Jan. - March, and 11 April intake) used in figuring this average as well as District averages because cases were handled by both departments during the month. This figure was used only once, however, in arriving at the total average case load per worker. (Of the 39 April Intake cases transferred to the District 28 were transferred directly without being assigned to an Intake worker.)

d Total cases carried by three types of workers used in figuring these averages: - <u>U-2352</u>, (322 District XI cases not included), <u>D.C.-3333</u>, and <u>E-2773</u>. Actually total cases by each type in District were: <u>U-2613</u>, <u>D.C. 3323</u>, and <u>E-2839</u>, minors 5. The difference is due to cases, pending transfer or closed during the month.

e Not included in VIII-A.

# MONTHLY STATISTICAL REPORT

# **OBLIGATIONS**

# APRIL -- 1936

	Total Relief	Previous Month	Increase or Decrease
Cash Orders	\$ 229,265.92 64,908.23	\$ 242,963.89 77,867.07	\$ -13,697.97 -12,958.84
Total relief obligations	\$ 294,174.15	\$ 320,830.96	\$ -26,656.81
Average relief per relief case Average relief per individual	\$ 29.06 \$ 8.92	\$ 31.73 \$ 9.70	\$ - 2.67 \$78
	SUM OF CASH AND ORDERS IT	· · · · · · · · · · · · · · · · · · ·	
Food	\$ 191,021.94	\$ 199,889.61	\$ - 8,867.67
Shelter	59,564.57	59,314.66	249.91
Clothing	6,259.62	7,991.63	- 1,732.01
Fuel	10,727.50	25,926.06	-15,198.56
P. U. S.	7,003.49	8,173.32	- 1,169.83
Medical Care	6,854.73	6,811.14	43.59 14.34
Household Necessities	7,568.37	7,554.03	
Wiscellaneous	5,173.93	5,170.51	3.42
Total	\$ 294,174.15	\$ 320.830.96	\$ -26,656.81

COMPARISON OF ACTUAL WITH ESTIMATES MADE IN FEBRUARY FOR RELIEF CASES, INTAKE, CLOSINGS, AVERAGE RELIEF PER CASE,

# AND RELIEF OBLIGATIONS

APRIL - 1936

		**			
			Var	iation	
	Actual	<u> Estimate</u>	Amount	Percent	
Relief	10,123	9,800	323	3.3	
Intake	1,062	1,050	12	1.1	
Closings	1,202	853	349	40.9	
Average relief per relief case	\$ 29.06	\$ 32.25	\$- 3.19	- 9.9	
Relief Obligations*	\$ 294,174.15	\$ 316,050.00	\$ -21,875.85	- 6.9	

^{*} Exclusive of administrative cost.

# TOTAL ADMINISTRATIVE COSTS PER CASE

# AND PERCENTAGE OF TOTAL OBLIGATIONS

# APRIL -- 1936

Relief Cases	10,123	Cost per Case
Obligations Total Relief Administrative Costs	\$ 327,666.52 \$ 294,174.15 \$ 33,492.37	\$ 32.37 \$ 29.06 \$ 3.31
Administrative Costs Percent of		
Total Obligations	10.2	

BALTIMORE EMERGENCY RELIEF COMMISSION

COMPARISON OF INTAKE, RELIEF CASES, CLOSINGS, AND RELIEF OBLIGATIONS

MARCH -- APRIL 1936

	Change from 1	warch to April	L	
	Number	Percent	April	March
<u>Intake</u> New Reopened	- <u>274</u> - 85 - 189	- <u>20.5</u> -17.7 -22.1	<u>1,062</u> 396 666	1,336 481 855
Relief Cases Families Singles	- <u>13</u> - 28 41	- 0.1 - 0.4 1.5	10,123 7,410 2,713	10,110 7,438 2,672
Closings	186	18.3	1,202	<u>1,016</u>
Relief Obligations	<u>\$ -26,656.81</u>	- <u>g.3</u>	\$ 294,174.15	\$ 320.830.96

## BALTIMORE EMERGENCY RELIEF COMMISSION

# ANALYSIS OF CASE LOAD BY COLOR AND NUMBER OF PEOPLE

# APRIL -- 1936

Туре			Total	<del></del>	Ţ			White					Negro		
of Case	Cases	People	Families	People	Singles	Cases	People	Families	People	Singles	Cases	People	Families	People	Singles
U.	2,980	4,042	845	1,907	2,135	1,534	2,203	520	1,189	1,014	1,446	1,839	325	718	1,121
D.C.	3,735	15,950	3,735	15,950		1,440	6,470	1,440	6,470		2,295	9,480	2,295	9,480	
E.	4,425	16,547	3,562	15,684	863	2,661	10,837	2,247	10,423	414	1,764	5,710	1,315	5,261	449
Minor	97	171	41	115	56	41	74	19_	52	22	<u>5</u> 6	97	22	63	34
Total	11,237	36,710	8,183	33,656	3,054	5,676	19,584	4,226	18,13 ¹ 4	1,450	5,561	17,126	3,957	15,522	1,604

# REASONS FOR OPENING

# APRIL -- 1936

# SUMMARY

	Grand	Tot	al	ប	•	D.	C.	9	•	Minor		
Reason	Total	White	Negro	White	Negro	White	Negro	White	Negro	White	Negro	
I. Industrial A. Unemployment B. Underemployment C. Insufficient wage	⁴ 35 2 ⁴ 110	308 17 76	127 7 3 ¹ 4	·	•			<b>3</b> 08 17 76	127 7 3 ¹ 4	·		
Sub-total	569	401	168	·	•			401	168			
II. Social III.Inves. for. O.T. agency IV. CCC Inquiry	՝ կկկ 48 1	260 18	184 30 1	106	66	114	87	; 40	31	18	30 1	
Total	1,062	679	383	106	66	114	87	441	199	18	31	

# REASONS FOR OPENING (CONT'D)

# APRIL - 1936

	Grand	Tot	tal		J.	D.			]	Min	
Problem	Total	White	Negro	White	Negro	White	Negro	White	Negro	White	Negro
II. Social											
1. Blind or sight seriously impaired	5	1	4	1	3 1		1				
2. Cancer	1		1								
3. Cardiac	20	10	10	8	7	2	3				
5. Diabetes	ŀ	1				1			,		
7. Epilepsy	2	1	1		• • • •	1	1		<b></b>		
10. Maternity	3	1	2	1.	1		1	<u></u>			
12. Paralyzed or crippled	14	13 2	1	11	1	2.					
13. Respitory disease other than tb.	3	2	1	2	1				************		
lj. Syphilis	7	2	5.	1	4	1	1				
16. Tuberculosis	12	9	3 32 16	2	3	7					
17. Other acute illness	77	45 16	32			5	1	40	31		
lä. Other chronic illness	32	16	16	10	13	6	3		******************		•••
20. Need of institutional care - physical	1	1		1					••••	<u></u>	
21. Mental defect diagnosed	1		1		1						
23. Mental disorder diagnosed	1	1		1							
25. Need of institutional care - mental	1		1				1	<u> -</u>			
32. Vocational inefficiency	2	1	1	,	1	1					
36. Child born out of wedlock	3		3				3		<u></u>		
38. Imprisonment	7	14	3	3	.2	1	1		i ! !		
40. Inadequate parental care	1	1				1	<u> </u>				
42. Family desertion	17	6	11	14	4	2	7				
43. Non-support of family	3	2	1	1		1	1				
51. Widow with dependent children	60	36	24			36	24				
52. Widower with dependent children	21	17	4	11		6	4			<u> </u>	
53. Old age	73	48	25	45	24	3	1				
55. Insufficient income	2	1	1	1			1				
56. Woman with dependent children	74	41	33	3		38	33				
Sub-total	747474	260	184	106	66	114	87	40	31		
III. Inves. for O. T. agency	48	18	30							18	30
IV. CCC inquiry	1		1					·			l_
Total	493	278	215	106	66	114	87	40	31	18	31

# ANALYSIS OF OLD AND RECURRENT INTAKE BY

# MONTH OF LAST CLOSING

# APRIL -- 1936

Month of			
Last		· [	
Closing	Total	Old	Recurrent
1933	1 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3		
September	2	2	
October	1	1	
November	4	4	
December	1	1 1	
1934			
Tonnory	2	2	
January February March	*·   · · · · · · · · · · · · · · · · · ·		
March	3 3 3	3 3	
inar cir			
Mav	16	16	
April May June	14	14	
July	10	10	
August	10	10	
September	7		
October	12	12	
November		1 5	
December	5 5	5 5	
1935	<u> </u>		
Tonuerr	15	15	
January	10	10	
February March	13	13	
Metron Assail	19		
April	35	19 35 23	
May June	23	27	
Tagler	13	13	
July	20	20	
August	1		
Sub-total	250	250	
September	19		19
October	31		31
November	92		92
December	116		116
1936			
January	81		81
February	43		43
March	1 34		34
			416
Sub-total	416	:	410
Total	666	250	416

# NOT MADE CASES*

# APRIL - 1936

		Und	uplicated	d Total			Reported during month Accepted later in mo							in mon				
				S	ingles	3				S	ingles					Sin	gle	
	Total	Fam.	People	Tot.	Mi.	F.	Total	Fam.	People	Tot.	М.	F.	Total	Fam.	People	Tot.	M.	<u>F.</u>
New	290	175	590	115	79	<b>3</b> 6	3,11,71	21,4	740	130	້ ຮ່ອ	41	54	39	150	15	10	5
Old	158	115	453	43	31	12	205	153	595	52	35	17	47	38	142	. 9	4	5
Recurrent	272	235	1044	37	23	14	359	312	1414	47	30	17	87	77	370	10	7	3
Total	720	525	2087	195	133	62	908	679	2749	229	154	75	188	154	662	34	21	. 13

^{*} Cases rejected by Intake. In addition, Reception Clerk rejected 1,124 cases.

# REASONS FOR CLOSING

# APRIL - 1936.

Reason	April 1936	March 1936
1. Ineligibility	71	66
2. Misrepresentation of need	71 34	17
3. Fraud (other than misrepresentation)		ĺ
4. Family adjusted financially 5. Institutional care - permanent	149	123
5. Institutional care - permanent	9 18	10
6. Institutional care - temporary	lg	4
7. Pension received or increased	22	21
8. Insurance adjustment	21	13
Q Inomongo in commings	18	2
10 Refusel of hosp or institutional care		
	20	3 <u>3</u>
12. Referred to another social agency	1	7
13. Relatives assumed care	14	7
12. Referred to another social agency 13. Relatives assumed care 14. C. C. C. placement	67 354	
15. Employment secured	354	179
16. Failure to continue work		2
17. Employment refused 18. Carried under another name	1	2
18. Carried under another name	1	
19. U. T. inquiry answered	57	43
20. Transported or deported to other comm.	1	
21. Departure from city	12	6
22. Moved without leaving address	<b>2</b> 6	26 14
23. Death	22 42	14
24. a. Other		376
25. W. P. A. assignment	239	م از
26. W. P. A. refused	<u> </u>	3
27. W. P. A. certification		L.L.
Total	1,202	1,016

## PROBLEMS

# CASES ACTIVE END OF

# APRIL -- 1936

	Grand	Tot	al		J.	D.		Ξ	•
Problems	Total	White	Negro	Whi te	Negro	White	Negro	White	Negro
A. HEALTH, PHYSICAL									
1. Blind or sight seriously impaired	113	40		29	52	11	21		
2. Cancer	37	19	18	13	52 13 144	6	5		•
3. Cardiac	411	175	236	112	144	63	92		
5. Diabetes	81	39	42	33	23	6	19		
6. Endocrine disturbance	30	13	17	9		4	4		
7. Epilepsy	35 4	17	18	11	8	6	10		
8. Gonorrhea	4	2	2	1 7 2	1	1	1		
9. Hearing seriously impaired	18	10	8	7	5	3	3		
10. Maternity	13	2	11				9		
ll. Optical care needed	5	1		1			1		<b></b>
12. Paralyzed or crippled	373	159	214	111					
13. Resp'tory system disease other than tb.	95 4	39	56	26		13	18		<u>.</u>
14. Speech impaired	4	3	i	3					<u></u>
15. Syphilis	155	32	123	17	7ੂੰ 47	15 94	45 46		
l6. Tuberculosis	220	127	93	33	47	94			
17. Other acute illness	245	125				29	26	969	942
18. Other chronic illness	1,030	470		304	376		184		
20. Need of institutional care - physical	26	. 11	15_	7.	8	14	7		
Total - Health, Physical	2,895	1,284	1,611	719	968	469	549	96	94
B. HEALTH, MENTAL									-
21. Mental defect diagnosed	40	25	15	14	7	11	8		.,
22. Mental defect suspected	45	25	20	21	15 4	4	5		
23. Mental disorder diagnosed	39	34 14	5	11	4	23	1		
24. Mental disorder suspected	19	14	5	7	4	7	1		
25. Need of institutional care - mental	13	10		7	1	3	2		
Total - Health, Mental	156 ·	108	48	60	31	48	17		

a Temporarily illness cases classified as unemployable on previous month's report.

Problems - Cases Active end of April - 1936 (Cont	;'d) .	<del></del>									ge Ib
	Grand		al		J.		C.	<u> </u>		Mir	
Problems	Total	White	Negro	White	Negro	White	Negro	White	Negro	white	Negro
C. INDUSTRIAL			_								
26. Unemployment	2,894		1,133	ļ	<u>.</u>			1,761 6	1,133		
27. Seasonal unemployment	10	6						- :	4		,
28. Technological unemployment	2	2						2			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
29. Part time work	225	100						100	125		.,
30. Budget above wage of chief wage earner	237 21	146						146	91		•••••
32. Vocational inefficiency	21	14 1	7 2	, ό	6	8	1				.,,.,.
34. Disab. fr. Indust. Accid. or Occup. dis.	3	1	2	1	2						
Total - Industrial	3,392	2,030	1,362	7	8	8	1	2,015	1,353		
D. BEHAVIOR											
35. Alcoholism	6	5 2	1	5	1						
36. Child born out of wedlock	19					2	17				
38. Imprisonment	35	23		4	2	19	10				
59. Delinquency or anti-soc. behavior	2		2				2				
40. Inadequate parental care	26	10		2	6	8					
41. Non-support of parent	2	1				1	: -				
42. Family desertion	492	- 158		16	11	142					
43. Non-support of family	86	48	38	3 2	1	45	37				
44. Personality problem	3	2	1	2	1						
Total - Behavior	671	249	422	32.	22	217	400				•
E. OTHER PROBLEMS											
47. Debt	1	1		1							_
50. Legal entanglements	1	1	<del></del>	$\begin{vmatrix} 1 & 1 \\ 1 & 1 \end{vmatrix}$			<u> </u>		}		
51. Widow with dependent children	6୫୦	232	448			232	448				
52. Widower with dependent children	53	34	19	12		22					
53. Old age	1,012	622	390	590	348	32	42				
55. Insufficient income	23	12	11	2	5	10	6			1	
56. Woman with dependent children	1,099	334	765	11	5 4	323	761				
57. Dependent persons	12	5		2	2	3	5				
Total - Other problems	2,881	1,2141	1,640	619	359	622	1,281				
None	40	29	11		1					29	10
Grand Total	10,035	4,941	5,094	1,437	1,389	1,364	2,248	2,111	1,447	29	10

#### ANALYSIS OF TOTAL CASE LOAD

## SIZE OF BUDGET GROUP - NUMBER OF CASES

## APRIL - 1936

	Total		U	•	D.	C.	E		Minor		
Budget Group	Total	White	Negro	White	Negro	White	Negro	White	Negro	White	Negro
			( )					), -),	1,1,0		֓;
1	3,054	1,450	1,604	1,014	1,121		**************************************	414	449	22	34
2	2,308	1,019	1,239	411	284	192	495	404	494	12	16
3	1,701	548	853	87	28	324	5ã0	434	244	3	<u> </u>
4	1,303	710	593	13	5	303	419	393	166	1	3
5	1,054	599	455	5	3	259	331	332	121	3	
6	656	389	267	2	4	146	183	241	80	j	
7	479	283	196		1	98	130	185	64		1
8	309	175	134	1		51	75	123	58		
9	182	99	<b>8</b> 3	1	•	41	43	57	39		1
10	104	57	47			21	17	36	30		
11	55	33	22			3	13	30	9		•••••
12	17	8	9			1	4	7	5		
13	8	14	<b>4</b>			1	2	3	2 .		•••••••
14	4	1	3				1	ĺ	2		
15	1		ĺ				1				
16	2	1	1					1	111		
Total	11,237	5,676	5,561	1,534	1,446	1,440	2,295	2,661	1.764	41	56

# ANALYSIS OF TOTAL CASE LOAD

## SIZE OF BUDGET GROUP - NUMBER OF PEOPLE

# APRIL -- 1936

	<b>1</b>	Total			i	D.	C.	3	. ·	Min	or
Budget Group	Total	White	Negro	White	Megro	White	Negro	White	Negro	White	Negro
1 .	3,054	1,450	1,604	1,014	1,121			414	449	22	34
2	4,616	2,038	2,578	822	568	384	990	808	988	24	32
3	5,103	2,544	2,559	261	84	972	1,740	1,302	732	9	3
4	5,212	2,840	2,372	52	20	1,212	1,676	1,572	664	4	12
5	5,270	2,995	2,275	25	15	1,295	1,655	1,660	605	15	
6	3,936	2,334	1,602	12	24	876	1,098	1,446	430		
7	3,353	1,981	1,372		7	686	910	1,295	448		7
3	2,472	1,400	1,072	8		408	608	984	464		
9	1,638	891	747	9		369	387	513	351		9
10	1,040	570	470			210	170	360	300		
11	605	363	242			33	143	330	99		
·12	50,4	96	108			12	48	84	60		
13	104	52	52			13	26	39	26		
14	56	14	42				14	14	28		
15	15		15				15				
16	32	16	16					16	16		
Total	36,710	19,584	17,126	2,203	1,839	6,470	9,480	10,837	5,710	7 ¹ 4	97

# INDUSTRY OF CHIEF EMPLOYABLE PERSON PER CASE IN RELIEF CASES ACTIVE END OF

# APRIL -- 1936

# SUMMARY

	Total								Whi	.te			Magro					
1	M	rwper.		P.	ercent	Ţ	ř <u>i</u>	ımbe <b>r</b>		Pe	ercent	<u> </u>	N	umber		P.	rcent	<u>t                                     </u>
	ĺ		ੁਾe−			Fe-			ੁਾe-			Fe-		1	re-			Ље→ .
Industry	Total	Male	male	Total	Male	male	Total	Male	male	Total	Male	male	Total	Male	mal∈	Total	Male	male
														İ				
Agr., Fishing, Forestry	31	31		.8	1.2		16	16		.8	.9		15	15		.8	1.6	
kining	2	2		.1	.1		2	2		.1	.1							h
Building Trades	908			22.6	34.0	Í	561	561			31.9		347	347			37.9	
Chemical and Allied Ind.	46	42	14	1.2	1.6	.3	22	18	4	1.1	1.0	1.3	24	24		1.3	2.6	
Cigar and Tobacco	5	3	2	.1	.1	.2	3	2	1	.1	.1	• 5	2	1	1	.1	.1	.1
Clay, Glass, and Stone Ind.	33	31 53	2	.8		.2	28	26	2	1.3			11	j 5		•3	•5	
Clothing	92	53	39	2.3	2.0				32 24	3.7		10.0	16		7	.8	1.0	
∃ocd.	156	120	36	3.9	4.5	2.7	106		24	5.1	4.7		50	38	12	2.5		
Iron and Steel	141	140	1	3.5	5.3	.1	121	120	1	5.8		•3	20	20		1.0	2.2	
Other Metals	42	39	3	1.1	1.5	. 2	<b>3</b> 8	36	2	1.8			4	3	1	.2	• 3	.1
Leather	18	16	2	.4	.6	.2	18	16	2	.9	.9 .5	.6						
Lumber, Furniture	18	15	3	.4	.6			8	1	.4	•5	•3	9	7	2	•5	.8	
Paper, Printing	33	29	4	.8		. 3	28	25	3	1.3	1.4		5	. 4	1	.3	.4	.1
Textile	19	15	4	•5		• 3	17	14		.8	.8	•9	13	1	l	. 1	.1	.1
misc. Manufacturing	59	48	11	1.5	1.8	.8	50	41	9	2.4	2.3		9	1 1	2	<b></b> 5	.8	• .
Transport. and Comm.	: 360	356	4		13.2		242	240			13.6		11			6.1	12.7	1
Trade	406	351	55	10.2	13.0		ii	263	42	L	1	13.3	101	88		5.3		••••••
Public Service	38	37 64	1	1.0	1	.1	34 40	33	1	1.6			14	4		.2	.4	•
Professional Service	73	64	9	1.8	2.4	.7		35		1.9	L		11 /			1.7	3.2	. À
Domestic and Personal Serv.	1245	253	992	31.2	9.4	74.8	228	117	111	11.1			1017	136	881	53.0		87.6
Not specified	6	4	2	.2	.1	.2		1	1	.1	.1			3	1	.2	3	
No industry *	264	114	150	6.6	4.3	11.3	129	56	73	6.2	3.2	22.9	135	58	7.7	7.0	6.4	7.7
Total	3995	2671	1324	100%	100%	100%	2075	1756	319	100%	100%	100%	1920	915	1005	100%	100%	100%

^{*} Employable but no previous work history.

# INDUSTRY OF CHIEF EMPLOYABLE PERSON PER CASE IN RELIEF CASES ACTIVE END OF

# <u> APRIL - 1936</u>

	L	Total			White		Negro .			
Industry	Total	Male	Female	Total	Male	Female	Total	Male	Female	
AGRICULTURE, FISHING, AND FORESTRY										
Agriculture	28	28		14	14		14	14		
Fishing	2	2		1	1		1	1		
Forestry	1	1		1	1					
Sub-total	31	31		16	16		15	15		
MINING			•							
Coal mines	1	1		1	1		1			
Quarries	1	]		1	. 1					
Sub-total	2	2		2	2					
MANUFACTURING AND MECHANICAL INDUSTRIES										
Building and construction industry	908	908		561	561		347	347		
Chemical and allied industries:										
Fertilizer factories	22	22		14	4		18	18		
Gas works	1	1		1	1					
Paint and varnish factories	3 2	3		3 2	3 2					
Petroleum refineries		ź		2						
Soap factories	3	.3 11		2	2		1	1		
Other chemical factories ·	15	11	4	10	6	4 .	5	5		
Sub-total	46	42	14	22	18	4	. 5,14	24		
Cigar and tobacco factories	5	3	2	3	2	1	2	1	1	
Clay, glass, and stone industries:				1	1					
Brick, tile, and terra-cotta factories	4	. 4		4	4		[] 			
Glass factories	19	17	2	17	15	2	2	2		
Marble and stone yards	2	2	<u> </u>	1	1		1	1		
Fotteries	5	5_		3	3		2	2		
Sub-total	30	28	2	25	23	2	5	5		

Industry of Chief Employable Person Per Case in Relief Cases Active End of - April 1936 White Negro Total Total - Male Female Total Male Female Total Male Female Industry WANUFACTURING AND MECHANICAL INDUSTRIES (Cont'd) Clothing industries: Hat factories (felt) Shirt, collar, and cuff factories <u>3</u> 9 12 . Suit, coat, and overall factories Other clothing factories Ö Sub-total Food and allied industries: . 5 Bakeries Butter, cheese, and condensed milk factories Candy factories Fish curing and packing Fruit and vegetable canning, etc. Slaughter and packing houses Sugar factories and refineries Other food factories Liquor and beverage industries Sub-total Iron and steel, machinery, and vehicle industries: Automobile factories Automobile repair shops Blast furnaces and steel rolling mills Car and railroad shops Ship and boat building Other iron and steel and machinery factories 1.20 Sub-total Metal industries, except iron and steel: Brass mills Copper factories Gold and silver factories Tinware, enamelware, etc., factories Sub-total

Industry of Chief Employable Person Per Case in Relief Cases Active End of - April - 1936. Total Negro Total Male Female Total Male Female Total Male Female Industry MANUFACTURING AND MECHANICAL INDUSTRIES (Cont'd) Leather industries: Leather belt, leather goods, etc., factories 3 12 3 12 Shoe factories Tanneries 16 16 2 18 2 18 Sub-total Lumber and furniture industries: ٦ Furniture factories 17 Saw and planing mills Other woodworking factories g 2 Q 18 15 1 Sub-total 3 Faper, printing, and allied industries: Blank book, envelope, tag, paper bag, etc., fact. 2 Paper and pulp mills Paper box factories 21 20 ٦ Printing, publishing, and engraving 'n 25 3 1 29 Sub-total Textile industries: 12 1 1 16 i 13 Cotton mills Textile dyeing, finishing, and printing mills Wcolen and worsted mills Hemp, jute, and linen mills 19 4 17 14 3 ٦ 1 15 Sub-total Miscellaneous manufacturing industries: 6 6 Broom and brush factories Electric light and power plants 1 Electrical machinery and supply factories 14 20 g 12 Independent hand trades 1 Rubber factories Straw factories 7. 1 22 19 20 17 Other miscellaneous industries Other not specified industries 2 47 9 48 11 50 Sub-total

Industry of Chief Employable Person Per Case in Relief Cases Active End of - April - 1936. White Neero Total Total Wale Female Total Mole Female Total Male Female Industry TRANSPORTATION AND COMMUNICATION THE STATE OF STATE OF Air transportation Construction and maintenance of streets, roads. sewers, bridges 29 Express companies Garages, automobile laundries, greasing stations Livery stables Steam railreads Street railroads Telegraph and telephone Truck, transfer, and cab companies -<del>5</del>1 Water transportation Other and not specified transport, and comm. Sub-total TRADE Advertising agencies Ш Banking and brokerage Insurance Real estate Warehouses and cold storage plants Automobile agencies, stores, filling stations Wholesale and retail trade (except dealers and except laborers in coal and lumber yards) Wholesale and retail dealers, and laborers in coal and lumber vards Sub-total Public service (not elsewhere classified) PROFESSIONAL SERVICE Recreation and amusement 24 Professional pursuits Semiprofessional pursuits and attendants and helpers Sub-total

Industry of Chief Employable Person Per Case in Relief Cases Active End of - April - 1936. Page 23 Negro Total White Total Male Female Total Male Female Male Female Total Industry DOMESTIC AND PERSONAL SERVICE 47 ઇ 86 66 47 19 27 Hotels, restaurants, boarding houses, etc. 113 Domestic and personal service (not elsewhere 861 954 93 148 86 947 62 155 classified) 1,102 14 11 10 21 Laundries 3 Cleaning, dyeing, and pressing shops 136 111 1,017 831 228 117 1,245 253 992 Sub-total 1 Not specified industries and services 135 58 114 150 129 56 264 No industrya 1,005 3,995 2,671 1,920 915 2,075 1,756 319 1,324 Total

a Employable but no previous work hostory.

## BALTIMORE EMERGENCY RELIEF COMMISSION

## CHILDREN IN D.C. CASES-NUMBER OF CHILDREN

## APRIL -- 1936

Number		Carı	ried over	from Mai	rch		April	Intake	
of		Acti	ive	Clos	ed	Acti	ive	Clos	ed
Children	Total	White	Negro	White	Negro	White	Negro	White_	Negro
1	1,183	333	73 ¹ 4	22	19	42	27	4	2
2	1,876	646	1,054	26	22	68	52	ष्ठ	
3	2,013	765	1,098	42	15	33	45	6	9
Ī ₄	1,792	712	976	32	20	16	28	8	
5	1,190	430	700	15	5	20	20		
6	936	342	540	6	6	36	. 6		
7	420	147	252		7	7	7		
8	224	72	152						
9	72	9	54	9					
10	20		10				10		
11	33		22	11					
Total	9,759	3,456	5,592	16 <u>3</u>	914	222	195	26	11

## CHILDREN IN D.C. CASES - NULBER OF CASES

Number		Carr	ied over	from Mar	ch		April 1		
of		Acti	ve.	Clos	ed	Acti	rve	Clos	ed
i l	Total	White	Negro	White	Negro	White	Negro	White	Negro
1	1,183	333	73 ¹ 4	22	19	712	27	7+	2
2	938	323	527	13	11	34	26	4	
3	671	255	366	14	5	11	15	2	3
4	448	178	5/1/4	8	5	14	7	2	
: 5	238	86	140	3	1.	4	4		
6	156	5 <b>7</b>	90	ī	1	6	1		
7	60	21	36	•••••••••••	1	1	1		
8	28	9	<b>1</b> 9						
9	g	1	6	1					
10	2		1				1		
11	3		2	l					
Total	3,735	1,263	2,165	63	43	102	82	12	5

## BALTIMORE EMERGENCY RELIEF COMMISSION

## RELIGION OF CASES ACTIVE END OF

## APRIL -- 1936

	Grand	Tot	al	Ţ	J.	D.	C.	I	<u></u> G.	Min	ors
	Total	White	Negro	White	Negro	White	Negro	White	Negro	White	Negro
Protestant	.7,230	2,610	4,620	721	1,252	683	2,051	1,204	1,317	2	
Roman Catholic	2,043	1,708	335	482	103	534	139	692	93		
Jewish	414	414		172		114		128			
Other	43	35	8	12	6	7	2	16			
None	198	109	89	32	21	18	74;4	59	24		
Unknown	107	65	42	18	7	8	12	12	13	27	10
Total	10,035	4,941	5,094	1,437	1,389	1,364	2,248	2,111	1,447	29	10

3/)

DPW

MONTHLY STATISTICAL REPORT

October - 1938

E. S. Thon, STATISTICIAN.

## DPW

#### MONTHLY STATISTICAL REPORT

## October - 1938

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#### October - 1938

#### SUMMARY

	TOTAL	ADC	ATB	GPA	OAA
I. APPLICATIONS					
Pending from September Received Total Approved for grant Rejected Pending end of October	2084 4795 839 1064	229 387 616 205 186 225	40 6 46 10 5 31	1004 ^a 1460 ^b 2464 580 767 ^b 1117	1438 231 1669 44 106 1519
II - CASE LOAD					
Continued from Septemb Intake Total Case Load Closings Carried to November	per 17,084 839 17,923 852 17,071	4317 <b>2</b> 05 4522 199 43 <b>2</b> 3	378 10 388 2 386	4728 580 5308 ^c 572 4736	7661 44 7705 79 7626
III. ASSISTANCE GRANTED					
Received payment. Received no payment	17,387 536,	4424 ^d 98	380 8	5016 292	7567 ^e 138
IV. COLOR					.,
White Negro	10,274 .7,649	209 <b>2</b> 2430	183 205	2740 <b>25</b> 68	5259 2446
V. RELIGION					
Jewish Protestant Roman Catholic Other None Unknown	536 13,332 3,826 40 140 49	138 3252 1047 5 48 32	13 304 68 - 3 	229 3899 1090 28 50 12	156 5877 1621 7 39 5
VI. RELIEF OBLIGATIONS					
Total(Gross payroll less cur. cancel.) Average relief per case	\$495,905•4 <u>1</u> \$ 29•97 ^E		\$8713.96 \$ <b>2</b> 2.93	\$144,188.88 \$ 28.75	\$161,348.42 ^f \$ 21.16
VII. ADMINISTRATIVE COSTS				<u> </u>	<u> </u>
Total Percent of total Obligations	\$ 31,832.94 6.0				

aRevised.

bThis figure no longer includes applications for WPA referral only of which 434 were received and accepted during October.

create received and accepted during October.

CIncludes 2002 employable, 478 light work, and 2828 unemployable cases. 11

²²²⁸ cases which received supplementation from city funds of \$33,269.26. 15 cases which received burial expenses only, not used in calculating average relief per case.

fIncludes \$1534.50 funeral expenses not used in calculating average relief per case.

gAverage for 16,498 unduplicated families.

October - 1938

#### APPLICATIONS - DETAIL

	TOTAL	ADC	ATB	GPA	OAA
Pending from <b>Septemb</b> er	2711 ^a	229	40	1004 ^a	1438
Intake	1135	144	28	<b>7</b> 90	173
Districts	1576 ^a	85	12	214 ^a	1265
Received	2084	387	6	1460	231
Total	4795	616	46	2464	1669
Disposed of	1903	391	15	1347	150
Approved for grant	839	205	10	580	44
Rejected	1064	186	5	767	106
Intake	852	147	4	635	66
Districts	212	39	1	132	40
Ineligiblė	710	133	2	487	88
Disposed of for other reasons	354	53	3	280	18
Pendingend of October	2892	225	31	1117	1519
Intake	1270	128	22	921	199
Districts	1622	97	9	196	1320

a Revised.

## DPW MONTHLY STATISTICAL REPORT-Oct. 1938 REASONS FOR REJECTIONS

			ADC			ATB		1	GPA	<del></del>	<del></del>	OAA	
REASON	Total	Total	Dist.	Int.	Tot.	Dist.	Int.	Tot.	Dist.	Int.	Tot.	Dist.	Int.
INELIGIBLE	710	133	31	102	2	1	1	487	86	401	88	34	54
1. Age requirement	6	-	-	-	-		_	_			6		6
2. Citizenship requirement	4	-	-	_	-	-	_	_			<del>1</del>	<del>                                     </del>	4
3. Residence requirement	. 9	1		1		_		5	5		3	1	3
4. Earnings- private employment	42	-	_	<b>-</b>	-		_	40	17	23	2	2	
5. Income from invested capital	1	*	-	-	-	-	_	-			1		<u> </u>
6. Income sufficient	112	-	-	-	-	-	-	112	18	94			-
7. Resources	15		-	-	-	-	_	11	2	9	14	14	
8. Financial adjustment	26	-		_	_			26	6	20	<del>-</del>		_
9. Unemployment compensation	61	-		-	_		_	61		61	-		
10. Rel. able to support-parents	69	66	20	46	_	-		3	3				
11. " " " -other rel.	76	36	6	30	1	1		8	8		31	27	4
12. Non-relatives able to support	2	2	-	2		-		_					
13. Total household	19	-	-			_	_	19	6	13			
14. No proof of age	23	-	-	_	-	-	_				23	1	22
15. No proof of citizenship	6	-	-	-	-	-	-		-	-	6		6
16. No proof of death	1	1		1	-		1	_	-	-	_	_	
17. No proof of incapacitation	2	2		2	-	<b>-</b>	-		-	-	-	-	-
18. No proof of relationship	2	2	2	-	-	-	-	-	-	-	-		-
19. No proof of residence 20. No proof of need	49	6		6	-			35	-	35	8		g
20. No proof of need 21. Misrepresentation	178	14		13	-			164	20	144			-
22. Unsuitable home		1	1		-			2		2			
23. Refusal to go to BCH	<del>-</del>	<u>+</u>		1					=-				
24. Not blind	1				- <del>-</del>			1	1		_=		
25. Widower-death of mother not cause	$-\frac{1}{1}$	1					1			_=			
OTHER REASONS	354	53	8	45	-	-		280	46	234	- 18	<del>-</del>	12
1. Case combination	2	2	2					2001				6_	
2. Death	1		-	_								<del>-</del>	
3. BCH	26	_	_	-			-	26	<u>-</u> -	25			
4. Referred to another type of													
assistance	13		-			-	_	13	6	7	_	_	_
5. Voluntary withdrawal	279	50	5	45	3	-	3	210	12	198	16	14	12

## DPW MONTHLY STATISTICAL REPORT October - 1938

## REASONS FOR REJECTIONS-Contide

			ADC			ATB			GPA	ļ		OAA	
Reason	Total	Total	Dist.	Int.	Tot.	Dist.	Int.	Tot.	Dist.	Int.	Tot.	Dist.	Int.
6. Opened in error	4	1	1	-	-	-	-	3	ર	_	-	-	-
7. WPA referral only	23	-	_	_	-	-	_	23	19	4	-		
8. Unable to locate	5	-	_	_	-		_	5	5		-		
9. Admitted to institution	1	-	-	-	-	-	_		/-	_	1	1	-
TOTAL.	1064	186	39	147	5	1	14	767	132	635	106	40	66

DPW MONTHLY STATISTICAL REPORT-Oct., 1938
COLOR BY DISTRICTS

		TOTAL	· j		ADC			ATB			GPA			OAA	
District	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro
Eastern	4395	2985	1410	1213	725	488	84	. 49	35	1489	953	536	1609	1258	351
Northern	4719	2836	1883	1091	507	584	94	46	48	1162	604	55g	2372	1679	693
Southern	4448	2547	1901	1104	549	555	87	37	50	1542	826	716	1715	1135	580
Western	4176	1760	2416	1114	311	803	118	48	70	1115	357	758	1829	1044	785
Mrs. Nagle	82	74	g			-	1	1	-	-	-	-	81	73	8
Funeral Holds	13	. 5	8			-	-	-	-	-	-	-	13	5	g
Hospital Holds	90	67	23	1		1	4	2	2	-	_	-	· 86	65	21
TOTAL	17,923	10,274	7649	4522	2092	2430	388	183	205	5308	2740	2568	7705	5259	5,446

#### PERCENTAGE DISTRIBUTION OF CASES BY DISTRICTS

		TOTAL			ADC			ATB			GPA			OAA	
District	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro
Eastern	25	29	18	27	35	20	22	27	17	28	35	21	21	24	14
Northern	26	28	24	24	24	24	24	25	24	22	22	22	31	32	28
Southern	25	25	25	24	26	23	23	20	24	29	30	28	22	21	24
Western	23	17	32	25	15	<b>3</b> 3	30	26	34	21	13	29	24	20	32
Other ^a	1	1	1	-	<b></b>		1	2	1	~	-	-	2	3	2
TOTAL	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

out of torn, funeral and hospital hold cases.

## October-1938

## PERCENTAGE COMPOSITION OF DISTRICT CASE LOADS

		١	VHIT	E					RO GPA OAA 2 38 25						
Total	ADC	ATB	GPA.	OAA	Total	ADC	ATB	GPA	OAA	Total	ADC	ATB	GPA	OAA	
100	27	2	34	37	100	24	2	32	42	100	35	2	38	25	
100	23	2	25	50	100	18	2	21	59	100		2	+	37	
100	25	.2	35	38	100	22	1		45	100		3	<del> </del>	30	
100	27	3	27	43	100	18	3	20	59	100	33	3	31	33	
100	25	2	30	43	100	20	2	27	51	100	32	3	33	رر 32	
	100 100 100 100	Total     ADC       100     27       100     23       100     25       100     27	100     27     2       100     23     2       100     25     2       100     27     3	Total         ADC         ATB         GPA           100         27         2         34           100         23         2         25           100         25         2         35           100         27         3         27	Total         ADC         ATB         GPA         OAA           100         27         2         34         37           100         23         2         25         50           100         25         2         35         38           100         27         3         27         43	Total         ADC         ATB         GPA         OAA         Total           100         27         2         34         37         100           100         23         2         25         50         100           100         25         2         35         38         100           100         27         3         27         43         100	Total         ADC         ATB         GPA         OAA         Total         ADC           100         27         2         34         37         100         24           100         23         2         25         50         100         18           100         25         2         35         38         100         22           100         27         3         27         43         100         18	Total         ADC         ATB         GPA         OAA         Total         ADC         ATB           100         27         2         34         37         100         24         2           100         23         2         25         50         100         18         2           100         25         2         35         38         100         22         1           100         27         3         27         43         100         18         3	Total         ADC         ATB         GPA         OAA         Total         ADC         ATB         GPA           100         27         2         34         37         100         24         2         32           100         23         2         25         50         100         18         2         21           100         25         2         35         38         100         22         1         32           100         27         3         27         43         100         18         3         20	Total         ADC         ATB         GPA         OAA         Total         ADC         ATB         GPA         OAA           100         27         2         34         37         100         24         2         32         42           100         23         2         25         50         100         18         2         21         59           100         25         2         35         38         100         22         1         32         45           100         27         3         27         43         100         18         3         20         59	Total         ADC         ATB         GPA         OAA         Total         ADC         ATB         GPA         OAA         Total           100         27         2         34         37         100         24         2         32         42         100           100         23         2         25         50         100         18         2         21         59         100           100         25         2         35         38         100         22         1         32         45         100           100         27         3         27         43         100         18         3         20         59         100	Total ADC ATB GPA OAA Total ADC ATB GPA OAA Total ADC 100 27 2 34 37 100 24 2 32 42 100 35 100 25 2 35 38 100 22 1 32 45 100 29 100 27 3 27 43 100 18 3 20 59 100 33 20 27 3 27 43 100 18 3 20 59 100 33 20 35 20 35 36 20 35 36 20 35 36 20 35 36 20 35 36 20 35 36 20 35 36 20 35 36 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20 35 20	Total ADC ATB GPA OAA Total ADC ATB GPA OAA Total ADC ATB CPA OAA Total ADC ATB OAA Total ADC ATB OAA Total ADC ATB OAA Total ADC ATB OAA TOTAL ADC ATB OAA OAA TOTAL ADC ATB OAA OAA TOTAL ADC ATB OAA OAA OAA OAA OAA OAA OAA OAA OAA OA	Total         ADC         ATB         GPA         OAA         Total         ADC         ATB         GPA         OAA         Total         ADC         ATB         GPA         OAA         Total         ADC         ATB         GPA         OAA         Total         ADC         ATB         GPA           100         27         2         34         37         100         24         2         32         42         100         35         2         38           100         23         2         25         50         100         18         2         21         59         100         31         2         30           100         25         2         35         38         100         22         1         32         45         100         29         3         38           100         27         3         27         43         100         18         3         20         59         100         33         3         31	

## CLASSIFICATION OF GPA CASES BY COLOR

		TOTAL		EMPI	OYABLI	E	LIG	IT WOR	K	UNEM	PLOYABI	Æ
District	Total	White	Negro	Total	White	Negro	Total	White	Negro		White	
Eastern	1489	953	536	614	390	<del></del>	126	85	41	749		271
Northern	1162	604	558	445	249	196	117	62	55	600	293	307
Southern	1542	826	716	580	368	212	138	78	60	824	380	7444
Western	1115	357	758	363	148	215	97	15	82	655	194	461
TOTAL	5308	2740	2568	2002	1155	847	478	240	238	2828	1345	1483

## DPW MONTHLY STATISTICAL REPORT-Oct. 1938 CASE LOADS - EASTERN DISTRICT

	TOTA	L OCT	BER	CASE	S	OCT.	GRAI	NTS	APPROVED	OCT	. RE	JECT	IONS	L OCT.	CTiOS	SINGS	`
Worker	Total	ADC	ΑTB	GPA	OAA	Total	ADC		GPA OAA				OAA				
1. Solomon	` 158	29	1	78		7	2	-	5 -	2	_	T	1	3	_	3	-
2. Keener, B.	197	47	2	101	47	9	_	-	9 -	3	_	3	-	6	1	4	1
3. Holt	158	49	5	57	47	6	3	_	3 -	1	1	_		8	2	6	
4. Hall	124	38	7	36	43	6	2	_	14	3	2	1		3	1	2	1
5. Temin	148	20	1			6	2		4 -		-	_	_	4		4	
6. Hecht	148	35	4		24	10	2	-	8 -	-	_		_	8	2	6	_
7. Weinstein	147	38	1	67	41	9	-	_	9 -	2	1	2	_	7	1	5	1
8. Dunn	141	40	2	61	38	11	2	_	7 2	-	-	-	-	3	-	3	
9. Michelson	152	53	4		50	6	1	-	5 -	2	-	2	_	6	1	5	_
10. Bevans	171	76	5		42	10	1	-	9 -	3	1	2	_	10	4	6	
11. Jandorf	152	51	1	38	62	12	4	-	7 1	2	1		1	12	3	8	1
12. Neufeld	158	29	5	41	83	5	-	-	4 1	_	-	t	1	7	1	4	2
13. Jacobs	134	56	3	50	25	12	5	1	7 -	3	1	2	-	11	1	9	1
14. Wesley	94	31	3	43	17	8	3	1	3 1	1	-	1	-	4	-	3	ī
15. Hetzer	126	48	4	32	42	2	1	1		1	-	1	-	5	2	3	<b>-</b>
16. Draper	152	37	4	59	52	6	3	-	3 -	3	1	2	1	12	1	7	4
17. McCusker	155	33	1	32	90	8	2	1	6 -	-			-	6	1	4	1
18. Dockhorn	103	32	1	42	28	3		_	3 -	2		2		. 4	2	2	
19. Rosenblatt	128	39	2	45	42	12	5		_7 -	5		5	-	6	1	5	1
20. DeCesare	96	23	2	51	20	10	1	-	<u> '9 -</u>	1	-	1		5	-	5	_
21. Bean	129	45	1	45	38	10	1	-	9 -			1		6	2	4	
22. Hollingsworth	161	44	2	54	61	10	1		9 -	1		1		9	1	8	-
23. Kandel	130	34	3	25	68	10	1	_	7 2	2	-	1	1	15	4	11	_
24. Stevens	110	30	3	20	57	6	1	_	5 -	2	-	1	1	8	1	7	
25. Barranger	144	34	2	39	69	9	1	1	8 -	4		4	•	10	1	9	
26. Kirby	149	26	1	39	83	9	1	_	8 -	. 2	-	2	-	4	2	1	1
27. Dodson	170	59	1	54	56	7	3	1	4 -	1		1	-	2	_	2	
28. Bates	160	41	3	36	80	14	2		1 1	3	1	2		11	2	9	-
29. Croswell	113	33	2	36	42	5	1	1	5 -	]	-		-	9	2/	14	3
30. Gregg	145	44	4	20	77	5	3	1	2 -	2	-	2	-	3	_	/3	
31. Trader	142	19	5	17	101	. 6	1		4 1	3	2	1		4	2	2	<del></del>
Ulrich			_			-		-		2	-	2	-		-		
TOTAL		1213	84	1489		239	54	2	174 9	56	10	42	14	211	41	154	16
Average per worker	142	39	3	48	52											erenia.	10.00±.00

#### DPW MONTHLY STATISTICAL REPORT-Oct. 1938 CASE LOADS - NORTHERN DISTRICT

	TOTA	L OCTO	BER (	CASES		/ ОСТ-	GRAI	פתע	PPR(	ריידער	OCT.	DE T	ECTI	OMS	OCTO	BER (	37 OC	TMOG	
Worker	Total	ADC	ATB	GPA	OAA	Total			GPA		Total								0.1.1
1. Keener, H.	118	36	3	37	42	4	2	-	2	U.A.A.	2	1	i i	UAA	Total 3	2		GPA	
2. Epes	188	40	3		95	12	2		9	1	2		2	-	12	5		8	2
3. Crastnopol	131	51	ĺ	50 43	36	5	3		2				-	<del>                                     </del>	9	2	-	1 - 2	
4. Wilder	138	63	2	30	43	16	7	_	9		2	_	1	L	5	i		1-4	
5. Dorman	178	17	1	70	90	12	1	-	11	_	1	_	ī	=	3	2		1 7	
6. Goodman, J.	156	52	4	43	57	11	3	1	6	1	1	_	$\frac{1}{1}$	_	10	2		<del>                                     </del>	<del>-</del> -
7. Clayton	166	47	5	55	59	5	1	-	4	-	ī	_	_	1	4	2	-	2	<u>_</u>
8. Reddick	133	22	2	42	67	6	_	-	5	ī	2	1	1		4	2	-	5	
9. Hilliard	156	48	6	42	60	7	2	1	4	-	_	<u> </u>			6			4	<del></del>
10. Freeman	158	41	3	61	53	9	3	_	6	-	3	_	3	_	5	<del></del>		5	
ll. Lewis	142	35	2	35	70	2	_	-	2	-	5	-	3	2	र्	3		- 1	$\frac{1}{1}$
12. Lisansky	153	33 46	2	32	86	1	-	-	1	-	_	-	_		6	2		1	<del></del>
13. Lehmann	116		2	34	34	9	2	-	7		-	-	_	_	2			2	
14. Cohen	134	18	3	43	70	6	2	_	4	-	3	_	2	1	· 5	1	_		
15. Vigilante	103	29	-	27	47	5	-	-	4	1	-	-	-	-	7	ī	_		<del></del>
16. Wilson	121	20	3	28	70	3	1	-	2	_	1	-	1	-	3	-		2	<del></del>
17. Baerwald	148	33	1	24	90	7	1	-	5	1	-	-	-	-	13	3	-	7	3
18. Stern	145	26	2	21	96	4	1	-	3	-	1	-	1	-	12	í		7	
19. Hoenę	163	32	1	33 63	97	10	2	-	8	-	1	-	1	-	16	4		12	
20. Price	178	51	7		57	11	1	-	7	3	2	-	2	-	15	1	1	13	-
21. Owings	150	36	3	53	58	7	-	-	6	1	1	-	-	1	4	<del>- 3</del> 1		1	
22. Biser	123	29	9	22	63	5	1	-1	3	1	-	-	-	_	10	2	-	8	
23. Sampson	138	19	2	29	88	2	1	-	ì		2	-		2	2				1
24. Wade	151	37	3	41	70	7	1	-	6	-	5	4	1	-	21	8	1	9	3
25. Eisenberg	172	43	2	42	85	12	1	-	. 9	2	-		-	-	3	1	_	2	<del></del>
26. Cooper	156	21	3	30	102	6	3	-	3	-	2	1	1	-	9	2		6	<u> </u>
27. Mohlhenrich	153	46	1	23	83	6	3	-	3		2	-	-	2	7	2		3	2
28. Brooks	150	. 31	4	24	91	6	1	-	5		-	-	-		11	4		5	2
29. Keyser	146	25	2	21	98	6	3		3	-	-	_	-	-	6	1	_	4	ī
30. Kolker	121	27	3	19	72	14	. 2		2		4	_	4	-	8	4	-	4	
31. Jung	92	9	3	10	70	3	1		2	-		_	-		1	1		-	
32. Woodbury	128	19	1	12	96	5	3		2	_	1	_	-	1	3		_	1	2
33. Harrison	113	9	5	22	77	3	-		2	1	1	•	1		í				ī
Eckert	1	-	-	1	-	-			-	-	-	_	-	_	-				<del></del>
TOTAL	4719		94		2372	217	54 i	2	148	13	45	7	27	11	231	60	2	141	28
Average per worker	143	33	3	35	72													<u>- (= '</u>	

# DPW MONTHLY STATISTICAL REPORT-Oct., 1938 CASE LOADS-SOUTHERN DISTRICT

	TOTA	LOCTO	BER (	CASES		OCT.	GRAI	NTS	APPRO	VED	OCTO	BER I	ŒJEC	TION	IS	OCT.	CLOS	INGS	<del></del>
Worker	Total	ADC	ATB	GPA	OAA	Total	ADC	ATB	GPA	OAA	Total					Total		GPA-	
1. McGarrow	190	39	2	84	65	9	2	_	7		3	2	_	1		4	7		
2. Purnell	127	20	1	66	40	10	1	_	9		2			2		2		2	
3. Wachter	125	18	2	57	48	8	1	_	7	·					<del>  _</del>	10	2	6	<del>-</del> -
4. Sharkey	132	15	1	65	51	12	2	-	10	-	_					14	2	12	
5. Adams	151	32	2	63	54	6	1	-	5	_	1	-	_	1		7	3	3	1
6. Schmidt	139	32	3	58	46	6	2	-	4	_	4	_		4	-	11	1	7	
7. Roberts	143	34	3	64	42	4	3		1	-	1	_		Ì		6	2	3	<del>-</del>
8. Schuetz	187	34	4	71	78	11	-	-	11	-	1	_		1	-	7	i		- <del>1</del> -
9. Reddick	49	13	1	13	22	4	1	-	3	-	-	_		-	_	2		2	
9. Rosedom	84	20	2	38	24	3		1	2	_	3	2	_	1		11	_	11	
10. Nicholson	143	48	1	24	70	8	2	-	5	1	5	_	_	3	2	10	2	7	1
11. Hill	141	37	_	43	61	4	1	_	3	-	2		1		$\bar{1}$	12	4	-+1	-i-
12. Siegel	199	37	_	60	102	14	3		11	-	1				Ī	9	4	5	
13. Herzog	153	44	1	54	54	8	1	-	7	-	1	_	_	-	1	18	Ì	15	2
14. Kaufman	156	44	1	34	77	7	1		6	-	3	1	-	2	_	5	1	4	
15. Underwood	170	<b>3</b> 0	7	55	78	10	-	-	9	1	1	-	_	_	1	9	$\cdot$ 1	8	
16. Hayden	128	35	3	34	56	15	4	-	11	-	3	1		2		5	<del></del>	4	
17. Meyer	169	46	6	144	73	5	2	1	1	1	8	4	_	2	2	4	1	2	.1
18. Werner	154	<b>3</b> 8	6	54	56	3	1		2		2	-	-	1	1	6	2	3	1
19. Gardner	166	46	6	53	61	9	2	-	5	2	-	-	-	-	-	4	2	2	_
20. Williams, M.	130	38	14	44	44	6	2	-	4		1	-		I		7	3	4	
21. Lurie	166	41	4	54	67	9	3	-	6	-			-			7	Í	6	
22. Hipolite	143	40	1	48	54	10	6	-	4		5	1	-	3	1	13	4	9	
23. Berman	155	74	4	41	66	11	5	-	5	1	-		-	-	-	4	I	3	_
24. Sirkis	136	43	4	42	47	7	1		5	1	14	2	-	1	1	4	2	1	1
25. Carr	124	34	4	39	47	3		-	3		1	1	-	-	- 1	ष्ठ	1	7	
26. Cesar	93	41	2	30	20	5	1	1	1	2	-		-	-	-	.8	_	8	_
27. Supik -	205	57	3	83	62	14	6		7	1	4	1		2	1	12	4	8	_
28. Maloney	145	23	3	46	73	6	1	1	4	-	1	1	-	-	-	6	_	6	
29. Tepletsky	130	45	3	43	39	7	_1		6	-	-	-	-		- 1	7	3	3	
30. Smith	115	- 36	3	38	38	7	1		6	<u>-</u> I	3	_		3		2	2		_
TOTAL	4448		87		1715	241	57	4	170	10	60	16	1	31	12	234	55	116	13
Average per worker	148	37	3	51	57						:				باريسي		٠٠٠		

DPW MONTHLY STATISTICAL REPORT-Oct., 1938

CASE LOADS - WESTERN DISTRICT

	TOTA	L OCT	OBER	CASI	ES	OCTO	BER (	;RAN	TS AI	PPROVI	ED O	CT.	REJE(	CTIONS	OCT	. CLC	SING	 S
Worker	Total	ADC	ATB	GPA	OAA	Total	ADC	ATB	GPA	OAA	,			<del></del>	Total			
1. Thomas	150	, 41	3	49	57	8	4	-	3	1	1	-	1		3		2	1
2. Tucker	106	29	2	40	35	3	-	_	3	_	2	1	1		14	_	3	ì
3. Alleyne	100	31	3	38	28	3	_	_	3	_	1	_	1	_	1	2	2	<del></del>
4. Waters	129	25	4	46	54	. 4	-	-	4	_	2		2	_	-3		3	_
5. Marshall	123	34	2	49	38	1	-	-	1	_	_	_	-		. 6	2	14	_
6. Schwartz	133	30	4	45	54	2	1	_	_	1	3	_	3	-	5	1	3	ī
7. Trigg	140	37	5	69	29	4	1	_	3	_	1	1	-	-	7	2	4	1
8. Gruebel	156	44	3	48	61	9	1	-	8	_	1	_	1	-	14	1	3	-
9. Bryant	148	1414	5	44	55	8	1	-	7	_	3	1	2	_	10	3	7	
10. Barclay	141	38	6		64	2	1		1	-	4	_	3	. 1	9	2	7	-
ll. Fowler	121	46	7	36	<b>3</b> 2	5	1	-	4	-	2	_	2	-	8	3	5	
12. January	132	57	5	34	36	2	••	1	2	1	1	-	1	-	4	2	2	-
13. Rasin	134	54	5	38	37	6	5	1	1	1	2	1	2	-	11	3	8	-
14. Gehring	142	31	11	38	62	2	-	-	1	1	-	-	1	1	5	-	5	1
15. Wells	174	48	4	54	68	රි	1	-	7	-	2	-	2	1	5	3	1	1
16. Clough, R.	147	25	- 6	24	92	7	2	-	5	-	7	1	1	5	4	_	4	-
17. Dent	161	21	5	19	116	3	1	1	2		2	_		2	5	1	3	3
18. Salkin	140	18	8	36	78	3	1	-	2		2		. 5		7	1	5	1
19. Klemme	158	42	3	47	66	5	1	-	4	-	1		1	1	6	1	5	1
20. Quinlin	148	34	1	34	79	7	3	_	2	2	1		1	-	3	1	2	1
źl. Bird	148	36	6	28	78	6	1	1_	4		1	-	1	-	12	. 4	5	3
22. Judge	113	14		22	77	6			3	3	1	_	_	1	. 5	1	- 2	·
23. Brown, L.	141	60	2	35	护护	3	1		1	1	-	-	-	1	2	1	2.	-
24. Goldstone	131	49	3	34	45	4	1	-	3	_	1	1	-	1	2	1	1	-
25. Luthy	173	88	2	48	35	9	5	-	4		1	-	1	1	15	3	11	1
26. Goodman, D.	158	53	5	40	60	7	_ 2	1	. 5	-	4		3	1	11	4	6	1
27. Dwyer	136	28	2	28	- 78	4	2	_	-	2			_	-	7	2	3	2
28. Duker	141	28	2	31	80	4	1		3		2		1	1	1.		1	
29. Caplan	111	7	1	4	99	2	2				1	1		-	3	-	1	. 2
30. Lyons	1,41	22	3	24	92	5	1	1	2	1	-		_		14	2	1	1
Streckfus	-				_			_			1		_	1	-		_	-
Mehling	-	_	_			_		-	1		1	_	1	-	-		-	-
TOTAL	4176	1114	118			142	40	2	88	12	51	6	32	13	172	43	111	18
Average per worker	139	37	4	37	61													

#### October-1938

## NUMBER OF MONTHS SINCE LAST OPENING OF TOTAL CASE LOAD

Last Opening	No. Months	NUMB	ER OF	CASE	S		PERCI	ENTAGES	CUMULA	T£0	
Month Of	Since	Total	ADC	ATB		OAA	Total	ADC	ATB	GPA	OAA
1938											
October	11	839		10	<u> </u>	44	<u> H</u>	100.0	100.0	100.0	100.0
September	2	729	<del></del>	5		49	9 <b>5.</b> 3	95.5	97.4	89.1	99.4
August	3	721	173	5		66	91.2	91.7	96.1	79.6	98.8
July	4	567	155	4		31	87.2	87.9	94.8	70.5	97.9
June	5	397	106	5		59	84.0	84.5	93.8	63 <b>.5</b>	97.5
May	6	495	<del></del>	12		65	81.8	82.1	92.5	59.2	96.7
April	7	464	155	8		95	79.0	78.8	89.4	54.2	95.9
March	8	475	171	2	<del></del>	51	76.4	75.4	87.3	50.3	94.7
February	9	433	174	5	202	52	73.7	71.6	86.8	45.6	94.0
January	10	470	153	2	185	130	71.3	67.7	85.5	41.8	93.4
1937 December	7.7	504	1 00	3.0	3.03	700	00.0				
	11	584	<del> </del>	10		320	68.7	64.3	85.0	38.3	91.7
November	12	491	106	9		286	65.4	61.4	82.4	36.0	87.5
October	13	582	102	11	104	365	62.7	59.1	80.1	34.3	83.8
September	14	387	91	7	77	212	59.5	56.8	77.3	32.3	79.1
August	15	436	94	6	69	267	57.3	54.8	75.5	30.8	76.3
July	<b>1</b> ô	469	144	5	66	254	54.9	52.7	74.0	29.5	72.8
June	17	1794	162	3	1504	125	52.3	49.5	72.7	28.3	69.5
May	18	505	89	1	-	415	42.3	45.9	71.9		67.9
April	19	415	300	5		110	39.5	43.9	71.6		62.5
March	20	142	71	13	-	58	37.2	37.3	70.4		61.1
February	21	116	53	10		53	36.4	35.7	67.0		60.4
January	22	431	110	12		309	35.8	34.5	64.4		59.7
1936								0110	0.1.1		0.7.1
December	23	<b>74</b> 6	63	7	-	676	33.4	32.1	61.3	-	55.7
November	24	303	29	6	-	268	29.2	30.7	59.5	-	46.1
October	25	383	71	13	-	299	27.5	30.1	58.0	_	43.4
September	26	298	68	7		223	25.4	28.5	<b>5</b> 4.6		39.5
August	27	251	35		-	216	23.7	27.0	52.8		36.6
July	28	116	14	3	<del></del>	99	22.3	26.2	52.8	<b></b>	
June	29		1109	54	<del></del>	589	<del></del>			-	33.8
May	30		ļ ———				21.7	25.9	52.0	-	32.5
		262	1	148		113	11.9	1.4	38.1		24.9
April	31	50	1			49	10.4	1.4		-	23.4
March	32	20		-		20	10.1	1.4	-		22.9
February	33	20	-	-	~	20	10.0	1.4		-	22.6
January or											
Prior	34 or more	1780	63	-		1717	9.9	1.4		-	22.7
TOTAL		17,923	4522	388	5308	7705					

DPW MONTHLY STATISTICAL REPORT

## October - 1938

## FAMILY STATUS OF TOTAL CASE LOAD

		Total			ADC			ATB			GPA			OAA	
Status	Total	White	Negro	Total		Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro
Married Couple	5851	3778	2073	1378	867	511	116	61	55	2272	1372	900	2085	1478	607
Unmarried Couple	83	20	63	. 42	7	35	_	_	-	33	7	26	8	6	2
Unmarried Mother	554	59	495	504	51	453	-	_	-	41	4	37	9	14	5
Widow	4804	2663	2141	1040	499	541	55	16	39	998		606	2711	1756	955
Widower	1678	1000	678	53	27	26	30	12	18	362	177	185	1233	784	
Deserted Man	113	38	75	12	5	7	3	1	2	80	24	56	18	8	10
Deserted Woman	1448	527	921	1064	374	690	5	3	2	344	133	211	35	17	18
Deserting Man	1	-	1	1	-	1		-	-	-	1	-	-	-	
Deserting Woman	20	13	7	20	13	7	-	-	-		-	-	-	-	_
Divorced Man	1:33	106	27	-	, -	-	6	2	4	57	47	10	70	57	13
Divorced Woman	235	183	52	92	75	17	5	3	2	82	59	23	56	46	10
Separated Man	286	139	147	2	-	. 2	15	1	14	124	54	70	145	84	61
Separated Woman	264	144	120	94	58	36	1	-	1	79	33	46	90	53	37
Married Couple Apart-Man	183	94	89	1	1	_	7	2	_ 5	110	55	55	65	36	29
n n u -Woman		157	129	195	110	85	4	1	3	49	20	29	38	26	12
Single Man	926	657	269	5	1	4	83	47	36	397	5,40	157	441	369	72
Single Woman	923	626	297	18	4	14	55	32	23	279	123	156	571	467	104
Minor	1	-	1		-	-	-			1		1		-	_
Unknown	134	70	64	1		1	3	2	1	_		-	130	68	62
TOTAL	17,923	10,274	7649	4522	2092	2430	388	183	205	5308	2740	2568	7705	5259	2446

October-1938
SIZE OF ADC AND GPA FAMILIES RECEIVING GRANTS

	ADC		
SIZE OF FAMILY	TATOT	SUPPLEMENTATION	GPA
1	·		2318
5	478	325	1110
3	959	607	503
4	945	515	349
5	<b>7</b> 53	372	252
6	498	210	192
7	348	99 .	129
8	202	52	68
9	121	. 30	45
10	71	9	25
11	30	5	11
12	8	1	10
13	7	2	2
14.	4	1	2
TOTAL	4424	2228	5016
TOTAL PERSONS	20,790	9227	12,252
Average persons per case	4.7	4.1	2.4

NUMBER OF CHILDREN IN ADC FAMILIES RECEIVING GRANTS

NUMBER OF CHILDREN	CASES	CHILDREN
1	1146	1146
2	1200	2400
3	904	2712
4	553	2212
5	306	1530
6	189	1134
7	82	574
8	29	232
9	11	99
10	3	30
11	1	11
TOTAL	4424	12,080
Average children per case		2.7

#### October-1938

#### REASONS FOR CLOSINGS

-	REASONS	TOTAL	ADC	ATB	GPA	OAA
<b>З</b> р	Placed in institution	14	1	-	11	2
2c	" with relatives	1	1		_	
đ	" out of home ✓	2	5	-	<b>-</b>	
3	Death /	65	5	1	7	55
6	Employment secured in private industries /	139 ·	29	-	108	5
7	Financial adjustment $\sqrt{}$	42	17	-	18	7
11	Ineligible under physical incapacity	5,	2	-	-	
12	Insurance adjustment /	6	2	-	2	S
13	Legal responsibility	4	4	-	-	-
14	Maturity	14	14	-		_
15	Misrepresentation	22	11	_	9	2
16	Moved or unable to locate	24	8		15	1
18	Non-residence	<i>y</i> 6	1	-	5	
19	Relatives assumed care	14	3	1	5	5
21	WPA placement	382	73	_	309	-
22	By request	ì	_	_	1	
23	Income sufficient \(  \)	17	9	-	7	ī
27	Employment refused	3			3	
a	Refusal of WPA	3			3	
28	Refusal of DPW plan	8	1	-	7	-
31	Case combination	1	1	_	_	
32	Resources available	8	1		5	2
34	Transferred to another type of assistance	41	7		34	~
38	Change of payee	8	8	_	- OT	
39	Unemployment compensation	24	1		23	
<b>4</b> 0	Full time employment	1	1			
	TOTAL	852	199	2	572	79

#### October-1938

#### PROBLEMS OF ADC AND GPA INTAKE CASES

#### SUMMARY

					GPA	,
	PROBLEM	ADC	TOTAL	EMPL.	LIGHT WORK	UNEMPL.
Α.	Death	45				
В.	Continued absence from home	98	15	1	-	15
c.	Pnysical Incapacity	54	164	45	18	101
D.	Mental Incapacity	5	1		-	1
E.	Industrial		359	325	27	7
F.	Other	3	41			41
	TOTAL	205	580	370	45	165

#### PROBLEMS ITEMIZED

				G₽A	
Problem	ADC	Total	Empl.	Light Work	Unempl.
A. DEATH					
1. Father	36		-	-	
2. Mother	5	-			-
3. Both	4	-		-	<u>-</u>
SUB-TOTAL	45	-	-		
B. CONTINUED ABSENCE FROM HOME					
4. Family desertion	30	8	-	-	8
5. Divorce	6	-	-	1	
6. Separation-court order	3		_		-
7. " -voluntary	11	1	1	-	1
8. Imprisonment	10	6	1		6
9. Illegitimacy	38,	-	1	•••	
SUB-TOTAL	98	15	-	-	15
C. PHYSICAL INCAPACITY (Diagnosed)					
12. Anemia	_	2	-	-	2
13. Arthritis or rheumatism	4	11		-	11
14. Blind or sight impaired	1		-		
15a.Blood circulatorý dis.(hypertension)	6	8		11	7
c. " "(arteriosclerosis	s) 1			-	<u>`</u>
16. Cancer	1	1	-	-	1
17. Cardiac	3	14	-	11	13
18. Diabetes	-	5	-	1	4
20. Epilepsy	-	2′	-	-	2
22. Genito-urinary disturbance	_	2	-		2
24. Hearing impaired	2	2	-		2
25. Hernia	1	5 '	-	1	4
26. Maternity		1	-	-	11
27b.Nephritis (kidney complications)	-	1	-		1

## October - 1938

## PROBLEMS OF ADC AND GPA INTAKE CASES-Cont'd

·				(	GPA	
	Problems	ADC	Total	Empl.	Light Work	Unempl.
30•	Paralyzed or crippled	6	5	-	-	5
31.	Respitory system, dis. other than T.B.	4	4	-	-	4
32.	Stomach ulcers: gastritis	2			_	
33.	Syphilis		3			3
34.	Temporary illness	6	55	45	10	
35•	Tuberculosis	10	127	-	1	11
3 <b>7.</b>	Ulcer	1	1		-	1
38.	Other acute illness		6	-	11	5
39.	Other chronic illness	6	24	_	2	22
	SUB-TOTAL	54	164	45	18	101
D.	MENTAL INCAPACITY (Diagnosed)					
43.	Constitutional psychopathic inferior	_	ı	-		1
48.	Other mental disorder	, 5		-	-	_
	SUB-TOTAL	5	1	-	-	1
E.	INDUSTRIAL					
54.	Part time work	-	13	13	-	-
56.	Unemployment	-	339	312	27	_
57.	Vocational inefficiency		7、	-	-	7
	SUB-TOTAL	-	359	325	27	7
F.	OTHER PROBLEMS					
61.	Insufficient income		1_			11_
62.	Old age (65 or over)	3	39	-	-	39
64.	Woman with dependent children	_	1	· 🛶		1
	SUB-TOTAL	3	41			41
	TOTAL	205	580	370	45	165

#### October-1938

# INDUSTRY OF HEAD OF GPA EMPLOYABLE AND LIGHT WORK INTAKE CASES BY CLASSIFICATION AND COLOR

		TOTAL		EMP1	LOYABL	E		HT WOR	
Industry	Total	White	Negro	Total	White	Negro	Total	White	Negro
Agriculture	1	1	-	1	1	-	-	-	-
Building and Construction	35.	25	10	32	23	9	3	2	1
Chemical	10	5	5	9	5	4	1	-	1
Cigars and Tobacco	1	1	-		-	-	1	1	-
Clay, Glass & Stone	3	3	-	3	3	-	_	-	-
Clothing ·	1	1	-	1	1	-	_	-	-
Domestic & Personal	53	22	31	40	17	23	13	5	8
Food	18	9	9	15	8	7	3	1	2
Iron & Steel	86	53	33	83	52	31	3	. 1	2
Lumber	2	2	-	2	2	-	-	_	
Miscellaneous Manufacturing.	10	6	4	9	5.	14	1	. 1	. <u>-</u>
Public Service	19	19	-	17	17	-	2	2	-
Other Metals	17	13	4	17	13	14	-	-	-
Paper and Printing	3	1	2	3	1	2			
Professional Service	5	2	3	4	1	3		<u> </u>	
Textiles	2	2		2	5				
Transportation and Communication	35_	24	11	33	23	10	<u>2</u>	<u> </u>	
Trade	57	41	16	49	36	13		7	
Not Classified	57	27	30	50	24	26			
TOTAL	415	257	158	370	234	136	45	23	22

# October-1938 WARD ANALYSIS OF INTAKE BY COLOR

		TOTAL			A.D.	) <b>.</b>		A.T.B	•		G.P.A	•	0	O.A.A.		
Ward	Total	White	Negro	Total	White	Negro	Tot.	White	Neg.	Tot.	White	Neg.	т.	W.	N.	
1	28	28		3	3			-	-	24	24	-	1	ī	-	
2	23	23	-	6	6	1	1	1	-	17	17	1	-	-		
3	35	25	10	6	4	2	1			. 28	21	. 7	1	-	1	
4	40	22	18	6	2	4	1			34	20	14	1	_	-	
5	28	8	20	6	1	5		~		21	6	15	1	1		
6	37	17	20	15	6	9	2	2	-	19	9	10	1	_	1	
7	32	8	24	6		6	<b></b> ·			24	7	17	2	1	1	
8	35	27	- 8	8	7	1		-	-	25	18	7	2	2		
9	28	25	3	7	6	1	1			19	17	2	2	2	-	
10	38	9	29	15	2	13		-		22	6	16	1	1		
_11_	35	13	22	6	2	4	1		1	26	10	16	2	1	1	
12	33	25	8	4	3	1	-	· <b>-</b>	-	24	18	6 :	5	4	1	
13	28	26	2	5	4	1	-		-	21	20	1	2	2		
14	34	9	25	9	4	5	1	_	1	24	5	19	_	_		
15	37	18	19	14	7	7	1	1	_	18	7	11	4	3	1	
16	42	13	<b>2</b> 9	12	4	8	-		-	<b>2</b> 9	9	20	1	1	1	
17	34	1	33	8		8	1		-	24	<b></b> .	24	2	1	1	
18	47	21	26	18	9	9			-	26	11	15	3	1	3	
19	50	32	18	11	7	4	2	1	1	33	23	10	4	1	3	
<b>2</b> 0	\ 25	24	1	6	6		1	1		13	13	-	5	4		
21	25	22	3	2	1	1		-		22	20	2	1	1		
22	26	14	12	6	3	3		-		20	11	9	1	-		
23	17	13	4	2	2		1		1	13	10	3	1	1	_	
24	17	17		5	5					12	12		-		[	
25	23	17	6	6	5	1	1	1		15	10	5	1	1	_	
26	21	19	2	4	4	-			·	16	14	2	1	1	_	
27	18	18		9	9	-			_	8	8	_	1	1		
28	3	3		-	-	-	-	-	_	3	3					
TOTAL	839	497	342	205	112	93	10	6	4	580	349	231	44	3●	14	

# DPW MONTHLY STATISTICAL REPORT October-1938

WARD ANALYSIS OF CASE LOAD

		TOTAL		ADC				ATB			GPA			OAA			
Ward	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	Thite	Negro		
1	333	328	5	97	95	2	5	5		100	98	2	131	130	1		
2	307	295	12	85	81	14	5	14	1	125	122	3	92	88	4		
3	577	415	162	134	94	40	9	4	5	300	218	82	134	99	35		
4	568	297	271	95	29		6	4	2	262	130	132	205	134	71		
5	609	144	465	156	26		20	2	18	252	67	185	181	49	132		
6	697	445	252	216	120		13	7	6	237	142	95	231	176	. 55		
	613	248	365	216	60	· -/-	10	6	4	155	43	112	232	139	93		
8	818	683	135	214	158	56	13	12	1	202	151	51	389	362	27		
	606	536	70	134	107	27	11	10	1	102	82	20	359	337	22		
10 11	608	268	340	195	59	136	9	2	7	186	66	120	218	141	77		
12	614	205	409	138	16	122	12	1	11	193	69	124	271	119	152		
13	757 696	540 609	217	179	108	71	25	12	13	205	142	63	348	278	70		
14	861	147	87 714	138	118	20		5_	2	157	138	19	394	348	46		
15	1064	537		228	28	200	16	4	12	243	42	201	374	73	301		
16	1288	403	<b>527</b> 885	326 360	96 64	230	21	11	10	240	107	133	477	323	154		
17	1014	403	971	262	04	296 250	<u>51</u> 28	17	34	329	68	261	548	254	294		
18	933	367	566	249	<u> </u>	259 166	<u>28</u>	2	26	<u> 371</u>	13	358	353	25	328		
19	984	559	425	280	125	155	20	12	19	<u>309</u>	126	183	349	151	198		
20	684	668	16	144	139	±22 5	19	$\frac{12}{17}$		357 166	214	143	326	208	118		
21	486	350	136	123	- <u>- 22</u> 77	46	<u> 1</u> 2	14	2	144	162 103	14	355	350	5		
22	537	229	308	116	37	79	10	- 4	2	226	82	41 144	210	166	44		
23	375	230	145	98	65	33	6	2	4	118		63	185	107	78		
24	318	316	2	73	72	ا رر				83	55 82	1	153 162	108 162	45		
25	268	203	65	77	57	20	7	3	4	61	· 45	16	123	98	<u>-</u>		
26	410	401	9	93	91	2	11	11		105	101	16	201		25		
27	591	544	47	90	78	12	12	12		71	63	8	418	198	2		
28	103	101	2	6	6					9	9	-	88 88	391 86	27		
County	101	91	10				2	2		7	<u> </u>		99	89	2 10		
Hospital	90	67	23				<del>- <u>-</u> -</del> <del>-</del> <del>-</del> <del>-</del> <del>-</del> <del>-</del> <del>-</del> <del>-</del> <del>-</del> <del>-</del>	2	2		_	1	86	65	21		
Funeral Holds	13	5	8		_								13	5	<u>21</u>		
TOTAL	17,923	10,274	7649	4522	2092	2430	388	183	205	5308	2740	2568 	7705		5 <del>111</del> 6		

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DPW

ANNUAL STATISTICAL REPORT

1007 63

E. S. Thon, STATISTICIAN

## DPW ANNUAL STATISTICAL REPORT

1937

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#### SUMMARY-A

#### APPLICATIONS- TOTAL

On January 1, 1937 a total of 3542 applications for relief were pending investigation, of which 3342 were in the Investigation Division and 200 were in Intake. Applications pending for Aid to Dependent Children totalled 330, for Aid to Blind 63, and for Old Age Assistance 3149. During the year 15,996 new and re-applications were received, making the total handled during the year 19,538. These figures include only cases for which a signed application blank is on file and therefore exclude all rejections at the Reception desk. Twenty-three percent of the total applications received were for ADC (3707), 1% for ATB(142) 59% for General Public Assistance (9485), and 17% for OAA (2662).

The GPA program of the Department of Public Welfare was initiated June 1, 1937. From June 1 through June 19, 3293 unemployable and light work persons who were formerly assisted by the Emergency Charity Association made application for relief from the Department of Public Welfare. This group of applications formed 35% of the total GPA applications for the year.

Applications for the first five months of the year averaged 593 per month (ADC 371, ATB 12, and OAA 210). The addition of the GPA program in June more than doubled the average applications per month for the last six months of the year, making it 1344. The average per month for the other three categories was only 502 for the second half of the year (ADC 254, ATB 13, and OAA 235).

Of the 19,538 total applications handled during the year, (ADC 4037, ATB 205, GPA 9485, and OAA 5811), ninety-one percent were disposed of as follows:— accepted for a grant 10,041 or 57%, ineligible 7015 or 39% and disposed of for other reasons 658 or 4%. Of the total applications accepted 22% were ADC, 1% ATB, 45% GPA and 32% OAA. Of the total rejections (ineligible and disposed of for other reasons) 22% were ADC, 1% ATB, 55% GPA, and 22% OAA. At the end of the year 1824 applications, or 9% of the total handled, were pending, 1089 in Investigation and 735 in Intake. The number pending at the end of the year was 48% less than the number pending at the end of 1936 mainly because of the disposition of a large block of OAA applications during the year.

#### MONTHLY CASE LOAD

The active case load of the Department on January 1, 1937 numbered 8412 cases. This total consisted of 2767 ADC (33%), 360 ATB (4%), and 5285 OAA (63%) cases. Intake during the month increased the total to 8998, a gain of 4% over the total in December 1936. During the year 10,041 cases were approved for grants. Nine thousand one hundred and sixty-one were new approvals (91%) and 880 were re-openings (9%). Of the re-openings 473 had last been closed prior to January 1937 and 407 during 1937. Thus, the unduplicated number of cases approved during the year was 9634 of which 1993 were ADC (214), 104 ATB (1%), 4418 GPA (46%) and 3119 OAA (32%).

The monthly case load began to increase steadily from April on by two to five percent monthly. The inclusion of GPA in the program caused the June case load to jump 31% above the May case load. The total case load for December 1937 numbered 15,297 which was 70% greater than the case load for January 1937. The increase in case load, excluding the GPA cases, was 31%.

The unduplicated number of cases for the year was 18,046. This number comprised 4760 ADC cases (26%), 464 ATB cases (3%), 4418 GPA cases (24%), and 8404 OAA cases (47%). At the end of the year 14,827 or 82% of the total cases were active and 3219 or 18% were closed. The active cases consisted of 3597 ADC (24%), 350 ATB (2%), 3210 GPA (22%), and 7670 OAA (52%). The closed cases consisted of 1163 ADC (36%), 114 ATB (4%), 1208 GPA (37%) and 734 OAA(23%).

#### COLOR

Fifty-eight percent of the total cases under care during the year were white and 42% were negro. The color composition of the active cases was the same as that of the total cases, whereas 60% of the closed cases were white and 40% were negro. Half of the ADC cases for the year were white and half were negro. ATB cases consisted of 53% white and 47% negro; GPA cases 52% white and 48% negro. Two-thirds of the OAA cases were white and one-third were negro.

#### SEX

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Sixty-percent of the ATB pensioners were males and 40% were females. Proportions for white and negro cases varied only 2% from the percentages of total cases. White cases had 2% more males than the total cases and negro cases 2% less males. Likewise 60% of the GPA payees were males and 40% were females. Sixty-six percent of the white cases were males and 34% females, whereas only 52% of the negro cases were males and 48% females. Old age pensioners consisted of 47% males and 53% females. These same proportions held for white cases, but for negro cases 46% were males and 54% were females.

#### F(MILY STATUS

Married couples formed the largest group of the total cases and of white cases. Thirty-one percent of the total cases and 35% of the white cases were married couples. Widows formed the next largest group of payees, 28% of the total cases and 25% of the white cases. The largest percentage of negro payees, 30%, were widows and the second largest, 26%, were married couples. Ten percent of the total cases and of white cases, and 9% of the negro cases were widowers.

Married couples, widows and deserted women comprised 28%, 27%, and 25% respectively of the total ADC case load. White ADC cases contained 38% married couples, 28% widows and 19% deserted women, while 30% of the negro payees were deserted women, 26% widows, 18% married couples, and 15% unmarried mothers.

Thirty percent of the total blind pensioners were married and living with spouse, 29% were unmarried, 24% were widowed individuals, 12% were married but not living with spouse, and the family status of 5% was unknown. A larger percentage of white cases (35%) than negro (22%) were unmarried, but a larger percentage of negro cases (30%) than white cases (19%) were widowed individuals.

Married couples fermed the largest group of GPA cases, both white and negro. Forty-one percent of all GPA cases were married couples, 48% of white cases, and 34% of negro cases. Nearly twice as large a percentage of negro payees than of whites were widows, 25% compared with 14%. By far the majority of employable cases were married couples: 85% of total, 85% of white and 84% of negro cases. Only 25% of the unemployable cases were married couples. Twenty-eight percent were widows and 11% were deserted women.

Nearly half (49%) of the total old age pensioners were widowed individuals, 28% were married and living with spouse, 14% were unmarried, 7% were married but not living with spouse, and the family status of 2% was unknown. These percentages were approximately the same for the white and negro cases except that 17% of the whites were unmarried, whereas only 9% of the negroes were unmarried but 56% were widowed.

#### RELIGION

Seventy-one percent of the total cases were Protestant, 22% Roman Catholic, 3% Jewish, 1% had no religion, and that of 3% was unknown. The percentages varied for white and negro cases. Fifty-nine percent of the white cases were Protestant, 31% Roman Catholic, 6% Jewish, 1% had no religion and that of 3% was unknown. Of the negro cases 88% were Protestant, 8% Roman Catholic, 1% had no religion, and that of 3% was unknown. These percentages were approximately similiar in each of the four categories (ADC, ATB, GPA, and OAA)

#### WARDS

Relief cases were distributed among all the city wards. The largest percentage, 7, lived in Ward 16. Six percent lived in each of Wards 15 and 17, and 5% lived in each of the following wards:— 14, 18, and 19. Six percent of the white cases lived in each of the following wards:— 8, 12, 13, 20, and 27; and 5% each in Wards 9, 15, and 19. Negro cases were more concentrated. Thirteen percent lived in Ward 17, 12% in Ward 16, 10% in Ward 14, and 7% in Ward 15. The most populous wards for ADC cases were 16, 15, 14, 17, and 19; for ATB cases 16, 17, 18, and 15; for GPA cases 17, 3, 15, 16, 18, and 19; and for OAA cases 16, 15, and 27.

#### BIRTHPLACE

Forty-nine percent of the total cases for the year were coded born in Baltimore. The birthplace used for ADC cases was that of the oldest ADC child, for ATB and OAA cases that of the pensioner, and for GPA cases that of the payee, except for cases in which the head of the household did not receive the check. For the latter cases, the birthplace of the head was used. Seventeen percent were born in the counties of Maryland, making the total for Maryland two-thirds of the grand total. Twenty-four percent were born elsewhere in the United States, 7% in foreign countries, and the birthplace of 3% was unknown. Fifty-four percent of the white individuals coded were born in Baltimore, 15% in countries, and the birthplace of 2% was unknown. Only 41% of the negroes were born in Baltimore, 20% in the counties of Maryland, 35% elsewhere in the United States, 1% in foreign countries, and the birthplace of 3% was unknown.

A much larger percentage of the ADC cases, 81%, were coded birthplace Baltimore than of the other categories because the birthplace coded was that of the oldest ADC child. Only 42% of the ATB pensioners, 33% of the heads of GPA families, and 39% of the OAA pensioners were born in Baltimore. With the addition of those born in the counties of Maryland the sub-totals for Maryland were as follows:— ADC 85%, ATB 61%, GPA 47% and OAA 65%. Fourteen percent of the ADC cases, 25% ATB, 36% GPA, and 23% of the OAA cases were coded born elsewhere in the United States. Nine percent of the ATB, 14% GPA and 8% of the OAA pensioners were born in foreign countries.

More white cases came from Baltimore and Carroll counties, and more negroes from Anne Arundel and Calvert counties than from any other county in Maryland.

Half of the white cases born elsewhere in the United States were born in Virginia and Pennsylvania. Half of the negroes born elsewhere came from Virginia. Another 30% were born in North Carolina and South Carolina. Three-fourths of the white cases born in foreign countries came from Germany, Russia, Poland, Italy, and Ireland.

YEAR TO BALTIMORE

Fourteen percent of the GPA payees who were born elsewhere than in Baltimore, or who were born in Baltimore, left the city, and later returned, came to Baltimore before 1900. Sixteen percent came to the city from 1900 through 1909, 22% from 1910 through 1919, and 26% from 1920 through 1929. Thirteen percent have come since 1929. The year of arrival of 9% is unknown. The percentages for white and negro cases vary little from the total.

#### SIZE OF FAMILY

The 9141 ADC and GPA relief cases for the year contained 34,718 persons (18,072 white and 16,646 negro) at the end of the year. The average number of persons per case was 3.8, for white cases 3.9, and for negro cases 3.7. ADC families were larger than GPA families. The average per ADC case was 4.6 persons, per ADC white case 4.7 and per negro case 4.6 persons. The largest number of ADC cases, 22% contained 3 persons, 21% 4 persons, 17% 5 persons, 12% 2 persons, 11% 6 persons, and 17% 7 or more persons.

GPA cases averaged only 2.9 persons per case, 3.1 per white case and 2.7 per negro case. The average for GPA cases was smaller than for ADC cases because 41% of the GPA cases (36% white and 47% negro) contained a single unattached individual. Nineteen percent of the cases contained 2 persons, 10% 3 persons, 8% 4 persons, 7% 5 persons, and 15% 6 or more persons.

#### NUMBER OF ADC CHILDREN

Grants were made during the year for 13,363 ADC children in 4729 cases, or 2.8 children per case. At the end of the year 12,715 children were represented and the average number of children per case was 2.7.

Twenty-eight percent of the total cases contained only 1 ADC child at the end of the year, 27% two, 19% three, 12% four, 7% five, and 7% six or more ADC children.

#### MONTHS RECEIVED PAYMENT

Forty-percent of the total cases received relief during the entire year. The remaining 60% received relief for varying periods depending upon the month of 1937 in which they were approved for a grant or were closed. Eight percent received relief for one month only, whereas 1% received no relief during the year. Forty percent of the ADC cases, 60% of the ATB cases, and 60% of the OAA cases received relief throughout the year. Forty-four percent of the GPA cases received relief from June through December, the span of the GPA program in 1937.

#### PROBLEMS

Six percent of the total cases applied for relief because of death, 9% continued absence, 19% physical disability, 1% mental disability, 8% industrial problems, 50% other problems (the majority were OAA) and the problems of 7% were unclassified. The proportions of these problems in the four categories differed greatly because of the varying scopes of the categories.

Of the ADC cases 2% applied because of death, 3% continued absence, 20% physical disability, 2% mental disability, 1% other problems and 22% were unclassified. The latter were cases closed prior to the coding of problems in October 1937. Forty-two percent of the negroes applied because of continued absence as compared with 25% of the whites, whereas only 15% of the negroes applied because of physical disability as compared with 25% of the whites.

The entire ATB case load applied for relief because of physical disability.

In the GPA case load 2% applied because of continued absence, 47% physical disability, 3% mental disability, 30% industrial problem, 14% other problem; and the problems in 4% were unclassified. Fifty-six percent of the negroes applied because of physical disability as compared with 39% of the whites, whereas only 24% applied because of industrial problems as compared with 37% of the whites.

The entire OAA case load was coded as other problem.

The majority of the death problems involved the death of the father. Desertion and illegitimacy were major continued absence from home problems for the ADC cases. Major physical disabilities in ADC and GPA cases were cardiac, arthritis, paralysis, tuberculosis, blood circulatory disturbances, syphilis, and hernia. Unemployment was the largest single problem in the GPA case load.

#### INDUSTRY

Fifteen percent of the total employable and light work GPA payees were formerly employed in the building trades and another 15% in domestic and personal service. Iron and steel, transportation and communication, and trade were the former industry of 13% each. Seventeen percent of the white cases as compared with 11% of the negro cases were formerly employed in the building trades; 15% of the whites in iron and steel as compared with 9% of the negroes. The proportions for transportation and communication were 14% and 11% respectively. and for trade 15% and 10% respectively. Twenty-six percent of the negroes, however, were formerly employed in domestic and personal service as compared with only 7% of the whites.

The proportion of domestics in the employable and light work groups varied greatly. In the employable group 9% of the total, 5% of the white, and 16% of the negro payees were formerly domestics; whereas, in the light work group 34% of the total, 17% of the white, and 52% of the negro payees were formerly domestics. The picture was the reverse for the building trades. In the employable group 17% of the total, 19% of the white and 14% of the negro cases were formerly employed in the building trades; whereas in the light work group only 7% of the total, 9% of the white, and 5% of the negro payees were formerly employed in building and construction.

#### REASONS FOR CLOSING

Of the 3626 cases closed during the year 3219 remained closed at the end of the year. Sixty percent were white cases and 40% were negro. Twenty percent were closed because of death, 12% for employment secured in private industry, 10% for WPA placement, 7% for misrepresentation, and 6% for sufficient income. Thirteen percent were closed in one category because of transfer to another category. These transfers occurred chiefly from GPA to the other three categories and from ATB to OAA.

Major reasons for closing ADC cases were employment secured in private industry, misrepresentation, sufficient income, illegitimacy(early in the year), and relatives assumed care. Half of the ATB cases closed were transferred to OAA. Nineteen percent of the ATB cases were closed because of death.

Major reasons for closing GPA cases were transfer to another type of assistance 29%, WPA 24% and employment secured in private industry 17%. Three fourths of the OAA cases were closed because of death.

An analysis was made of the 3472 ADC cases active at the end of November. Seven hundred forty-two, or 21% of the cases had illegitimacy present therein. Of the 742 illegitimate cases 14% were white and 86% negro. The white illegitimate cases formed 7% of the total white cases active at the end of November. The negro illegitimate cases formed 35% of the total negro cases active at the end of the month.

In 46% of the illegitimate cases, illegitimacy was the major problem. In 584 negro cases the ADC children were living with a parent who was an unmarried mother in 299 cases or 51%, and a deserted woman in 137 cases or 23%.

#### CLASSIFICATION-GPA

Twenty-seven percent of the total GPA cases were classified as employable, 7% light work, 63% unemployable and 3% were unclassified. The proportion of employable cases in the active case load was 23% whereas in the closed case load it was 37%. Unemployable cases formed 69% of the active case load, but only 45% of the closed case load. Thirty-nine percent of all males were employable, 8% could do light work only, and 50% unemployable, whereas only 8% of the females were employable, 6% could do light work, and 82% were unemployable.

#### AGE-GPA

At the end of the year the number of persons in the active and closed GPA cases totalled 12,818. Five percent of them were 65 years of age or over, 20% were 45 under 65, 21% were 25 under 45, 9% were 16 under 25, 39% were under 16, and the ages of 6% were unknown. Practically the same proportions held for both white and negro cases. Only 7% of the persons in the employable cases were 45 under 65 but 57% were under 16. Twelve percent of the persons in the unemployable cases were 65 and over, 37% were 45 under 65, and only 24% were under 16.

#### **OBLIGATIONS**

Total obligations incurred for the relief program of the Department of Public Welfare in 1937 amounted to \$4,055,545.79. This sum consisted of \$3,783,847.01 direct relief and \$271,698.78 administrative costs. In addition \$36,521.08 was paid for OAA funeral expenses.

Total obligations in January 1937 amounted to \$254,745.30 which included \$239,396.10 direct relief and \$15,349.20 administrative costs. In May total obligations were 6.7% higher than in January, relief costs 6.5% higher and atministrative costs had increased by 9.9%. The inauguration of the General Public Assistance program in June resulted in a twenty-five percent increase in total obligations, 24% in relief costs, and 43% in administrative costs.

The increasing case load resulted in mounting costs. In June 12,515 cases received \$316,415.48 in relief for which administration totalled \$24,147.34. By December the relief load had increased 19% and total costs were 31% higher than in June, relief costs were 32% higher and administrative costs 18% higher.

The relief costs for the year consisted of \$1,514,398.90 ADC (40%), \$98,275.13 ATB (2.6%), \$571,069.77 GPA(15.1%) June through December, and \$1,600,103.21 OAA (42.3%). In addition \$36,521,08 was paid for OAA funeral expenses. Relief costs averaged \$315,320.58 per month. The actual relief cost per month increased steadily from March through December. The December total was 75% larger

ADC relief obligations were 33% higher in December than in January, ATB 8%, OAA 35% and GPA 54% higher in December than in June. Exclusive of GPA, December relief costs exceeded January costs by 33%.

In addition to \$1,309.495.22 ADC funds, it was necessary to supplement 3085 different ADC cases during the year from GPA city funds to the amount of \$204,903.68 or 13.5% of the total ADC relief grant. This supplementation decreased from \$20,749.20 in March to \$6,923.00 in June with the discontinuance of fuel and the automatic cutoff of all supplementation at the end of May. With reinstatement of supplementation in June, the total increased to \$26,247.88 in AVERAGE RELIEF

The average relief grant per case per month for all categories combined was \$25.92. The lowest average grant was \$25.28 made in June and the highest \$28.05 made in December.

ADC cases averaged \$33.99 per case per month. The lowest grant \$35.34 was in June and the highest \$42.19 in December. The actual average grant from ADC funds was \$33.71. An average number of 1178 cases per month received supplementation from GPA city funds of \$14.50 per month. The lowest supplementary grant, \$12.42, was made to 1578 cases in April, and the highest, \$16.81 to 717 cases in July.

ATB cases averaged \$21.78 per month with the lowest grant, \$19.97 in January and the highest, \$22.42 in September.

The average grant per GPA case per month was \$27.58. It was lowest in June, \$23.53, and highest in December, \$30.05

OAA cases received an average grant of \$20.88 per month, \$20.57 in November and \$21.02 in March.

#### ADMINISTRATIVE COSTS

Administrative costs for the year amounted to \$271,698.78 or 6.7% of the total obligations. The actual cost in May was 9.9% greater than in January, in December 18.0% greater than in June, and 85.7% greater than in January, but the percentage of total obligations varied within the limits of 6.0 in January and 7.7 in July. Although the actual cost in December was \$28,500.43 as compared with \$15,349.20 in January the percentages of total obligations were 6.4 and 6.0 respectively.

ADC administrative costs of \$110,410.37 formed 40.69 of the total, ATB \$5,041.99 formed 1.99, GPA \$69,736.20 for June through December formed 25.79, and OAA \$86,510.22 formed 31.89.

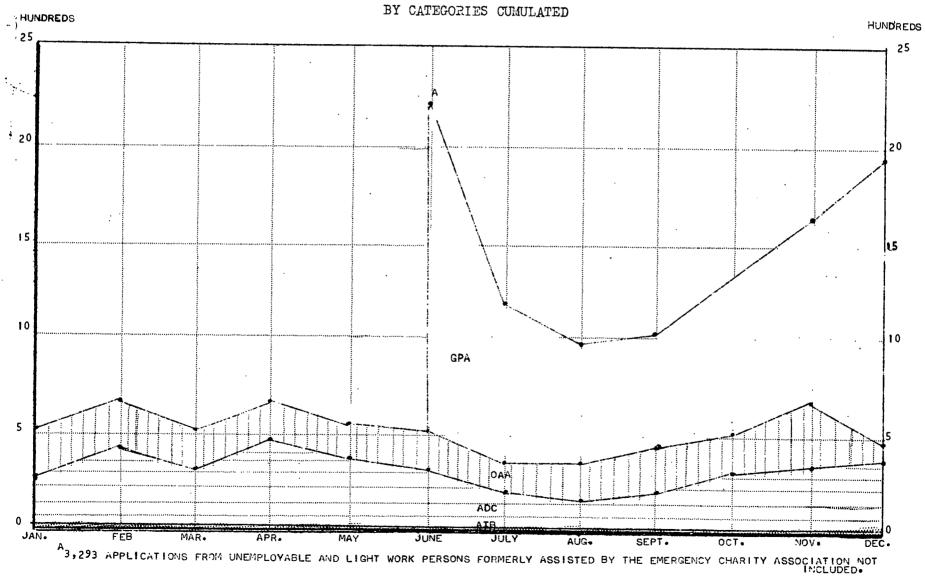
1937

#### SUMMARY-B

APPLICATIONS		
Pending from December 1936		3542
Investigation Division Intake	33 <b>4</b> 2 <b>20</b> 0	
Received during 1937		15,996
Total handled		19,538
Disposed of during year		17,714
Approved for grant Ineligible Other reasons	10,041 7,015 658	
Pending end of 1937 Investigation Division Intake	1,089	1,824
ASSISTANCE GRANTED (Unduplicated cases)	735	
Continued from December 1936 Added during 1937 New Old	9,161 4 <b>7</b> 3	8,412 9,634
TOTAL		18,046
Received payment Received no payment Closed at end of 1937 Continued to 1938 COLOR		17,923 123 3,219 14,827
White Negro		10,556 7,490
RELIGION  Protestant Roman Catholic Jewish Other None Unknown		12,867 3,924 581 44 167 463

FIG. 1

## MONTHLY APPLICATIONS RECEIVED



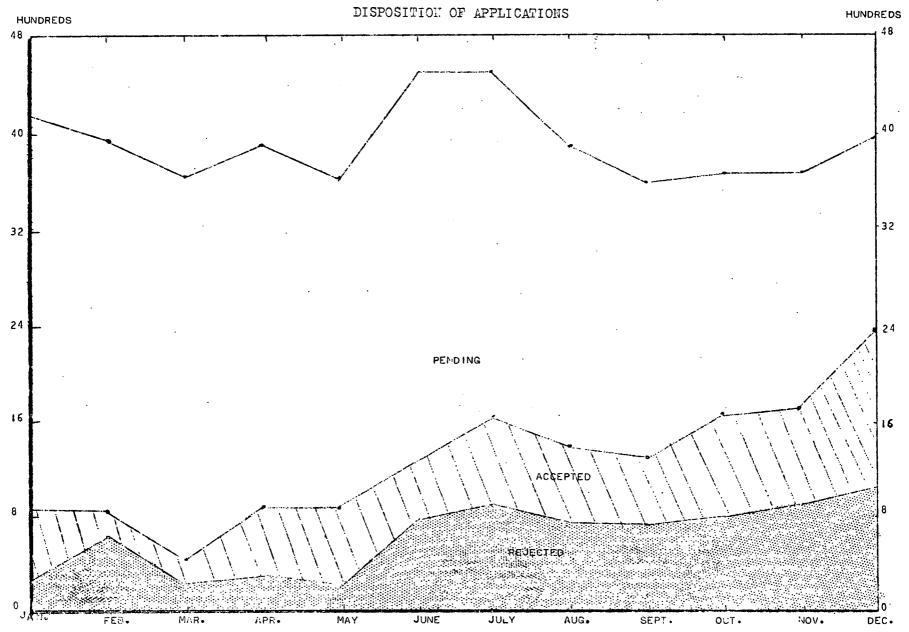
#### DPW ANNUAL STATISTICAL REPORT

1937 APPLICATIONS

1937	Pending from		Total			OSED OF	PENDING END OF MONTH			
Month	Prev. Month	Received	Handled	Total	Accepted	Inelig.	Other Reasons			Invest.
January	3542	546	4088	853	586	2,42	25	3235	183	3052
February	3235	666	3901	810	176	617	17	3091	225	2866
March	3091	521	3612	422	211	201	10	3190	208	2982
April	3190	673	3863	830	543	255	32	3033	280	2753
May.	3033	558	3591	826	635	178	13	2765	287	2478
Juné	2765	4970	7735	4500	3144	1326	30	3235	810	2425
July	3235	1191	11426	1575	721	816	38	2851	736	21 15
August	2851	985	3836	1326	647	662	17	2510	611	18 99
September	2510	1016	3526	<b>12</b> 28	569	642	17	2298		17 36
October	2298	1323	3621	1597	864	619	114	2024	662	1362
November	505/4	1606	3630	1638	804	625	209	1992	765	12 27
December	1992	1941	3933	2109	1141	832	136	1824	7.35	10 89
TOTAL		15,996	19,538	17.714	10,041	7015	658		<del></del>	







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1937
APPLICATIONS BY CATEGORIES

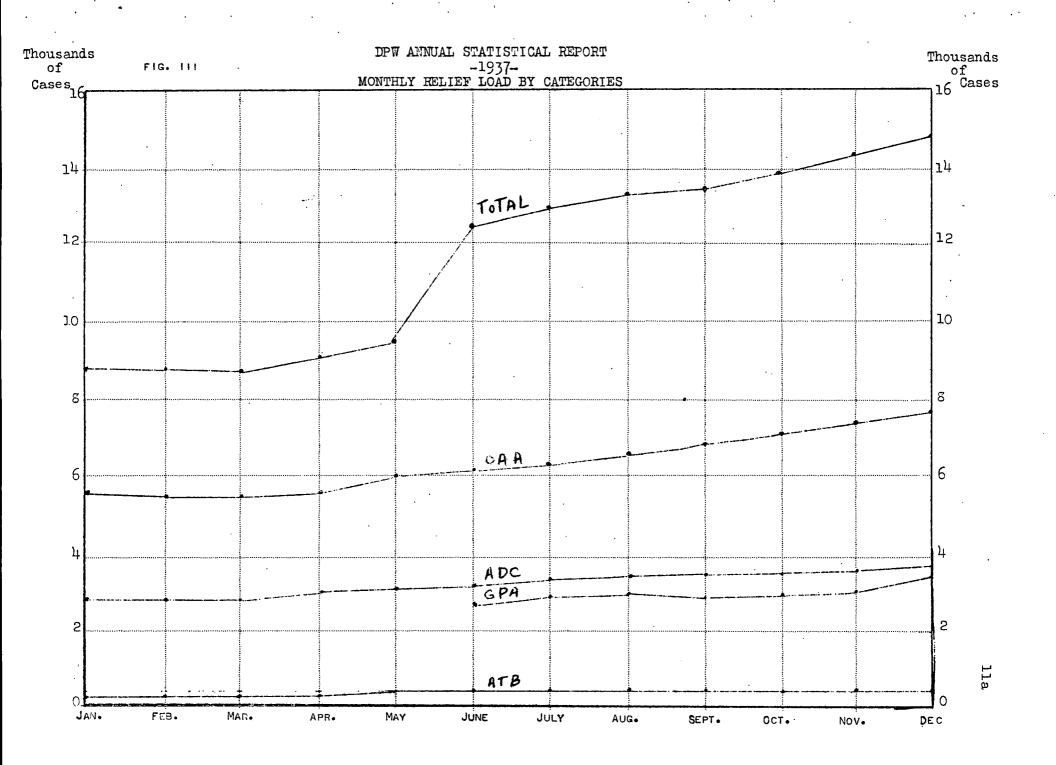
1937		TOTAL	HANDI	ED			REC	EI VED				ACCET	رآبآنا	W-85 YC		R	EJECT	ED		والمراجع والمراجع والمراجع
Month	Total	ADC	ATB	GPA	OAA	Total	ADC	ATB	<u>CPA</u>	OAA	Total	ADC	كد.: بن	(teA.	AAO	Total			GPA	OAA
<b>Jan</b> ua <b>r</b> y	4088	599	78		3411	546	269	15		262	586	187	15		<u> 384</u>	267	166	9	=	92
February	3901	669	69	<u></u>	3163	666	423	15		228	176	103	13	•••	60	634	246	16	-	372
March	<u> 3612</u>	630	<u>5</u> 8		2924	521	310	18		193	211	129	14		68	211	149	10	••	52
April	<u> 3</u> 863	831	37		2995	673	479	3		191	543	415	9		119	287	147	11		129
May	3591	61,2	26		29 <b>2</b> 3	55 ^e	373	9		176	635	140	2	<del></del>	493	191	136	1		54
June	7735	697	26	4433	2579	4970	331	3	4433 ^a	203	3144	243	1	2742	<b>1</b> 58	1356	145	3.	1109	99
July	4426	501	36	1405	5,18,11	1191	192	14	823	162	721	209	7	225	280	854	91	1	612	≥ <b>1</b> 50
August	3836	. 353	41	1179	2263	985	152	. 13	611	209	647	144	9	196	298	679	62	6	519	92
September	3526	352	28	1030	2116	1016	205	2	566	243	569	123	5	207	234	659	110	4	447	7_98
October	3621	412	43	1051	2115	1 <b>3</b> 23	293	24	675	331	864	149	13	288	4 <b>1</b> 4	733	112	2	442	2 177
November	3630	479	45	1243	1863	1606	328	17	922	339	804	151	8	318	327	834	169	1	460	204
December	3933	511	45	1920	1457	1941	352	9	1455	125	1141	229	10	550	352	968	163	5		164
TOTAL	19,538	4037	205	9485	5811	15,996	3707	142	9485	2662	10,041	5555	106	4526	3187	7673	1696	69 1	+225	1683

a Includes 3,293 unemployable and light work persons formerly assisted by the Emergency Charity Association.

1937
PERCENTAGE ANALYSIS OF APPLICATIONS BY CATEGORIES

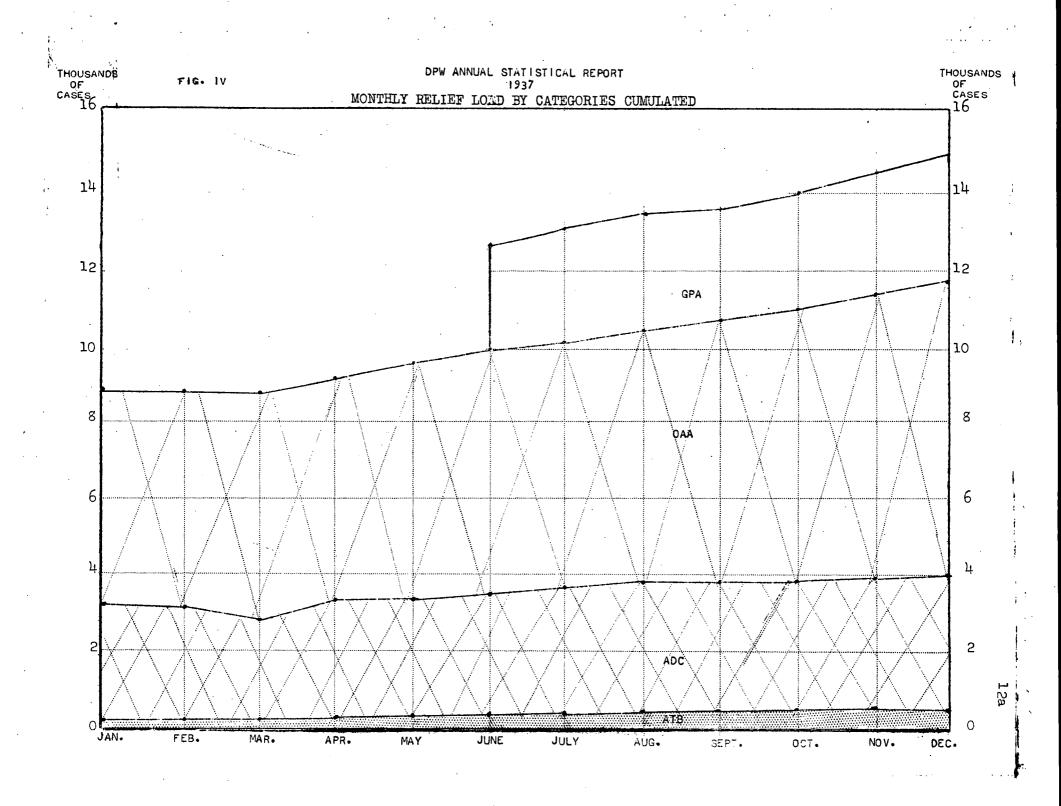
1937			MDLE				RECE	CI VEI	)			ACC	EPTE	D			REJE	CTE	D.	
Month	Total	ADC	ATB	GPA	AAC	Total	ADC	ATB	GPA	OAA	Total	ADC	ATB	GPA	OAA	Total				OAA
January	100	15	2	-	83	100	49	3	<u></u>	48	100	32	3		65	100	62	3		35
February	100	17	2	-	81	100	64	2	-	34	100	59	7		34	100	39	3	-	58
March	100	17	2		81	100	60	3	•	37	100	61	7_		32	100	71	5		24
April	100	21	1		<b>7</b> 8	100	71	1	_=_	28	100	76	2		<b>2</b> 2	100	51	4		45
May	100	18	_1		81	100	67	2		31	100	22	*	·-	78	100	71	1		28
June	100	9	*	57	34	100	7	*	89	<u>4</u>	100	8	*	87	_5	100	11	*	82	7
July	100	11	1_	<u>32</u>	56	100	16	1	69	14	100	29	1	31,	39	100	11	*	<u>72</u>	17
August	100	9	1	31	59	100	<b>1</b> 5	2	62	21	100	22	2	<b>3</b> 0	46	100	9	_1	<u>76</u>	14
September	100	<b>1</b> 0	1	29	60	100	20	*	56	24	100	22	1	36	41	100	16	1	68	15
October	100	11	1	29	59	100	<b>2</b> 2	2	51	25	100	17	2	33	48	100	16	*	60	24
November	100	13	1	34	52	100	21	1	57	21	100	19	1	39	41	100	20	*	<u>55</u>	25
December	100	13	1	49	37	<b>10</b> 0	18	*	75	7	100	20	11	48	31	100	17	1	65	17
January-December	100	21	1	49	29	100	23	1	<u>59</u>	17	100	22	1	45	<u>32</u>	100	22	1	<u>55</u>	22

^{*}Less than 1%,



1937
MONTHLY CASE LOAD

	0		ED DUR		NTH					
Month	Continued From Previous Month	1 :	New	Total	OPENI Old	ED Recurent	Total During Month	Received Payment	Closed	Continued to Next Month
January	8412	586	547	39	39	-	8998	8967	252	8746
February	8746	176	152	214	16	8	8922	8886	276	8646
March	8646	211	184	27	10	17	8857	8809	251	8606
April	8606	543	277	266	204	62	9149	9126	197	8952
May	8952	635	576	59	39	20	9587	9542	162	9425
June	9425	3144	3057	87	50	37	12,569	12,515	198	12,371
July	12,371	721	663	<u>58</u>	27	31	13,092	13,013	330	12,762
Augus <b>t</b>	12,762	647	606	41	18	23	13,409	13,311	307	13,102
September	13,102	569	520	49	5,14	25	13,671	13,464	299	13,372
October	13,372	g64	808	<u>56</u>	22	34	14,236	13,854	453	13,783
November	13,783	804	724	80	11	69	14,587	14,305	431	14,156
December	14,156	1141	1047	94	13	81	15,297	14,901	470	14,827
TOTAL		10,041	9161	880	473	407			3626	



1937
MONTHLY CASE LOAD BY CATEGORIES

1937	TO	TAL CA	SE L	OAD		R	EL <b>1</b> EF	CASE	S			INTAK	E				CIC	SING	10	
Month	Total	ADC	ATB	GP.A	OAri	Total	.ADC	ia TB	GPA.	OAA.	Total		ATB	GPA	OAA	Total			GPA	O AA
Jan.	8998	2954	375		5669	8967	2942	373		5652	586	187	15		384	252		11		92
Feb.	8922	2908	37.7	·····	<u>5637</u>	8886	2891	375		5620	176	103	13		60	276		7		69
March	8857	283 <b>7</b>	384	···	<u>5636</u>	8809	2806	382	ſ	5621	211	129	14		68		166	10	<del></del>	75
April	9149	3086	383	<del></del>	5680	9126	3080	382	ŗ	5664	543	415	9		119	197	117	g	<del>*</del>	72
May	9587	3109	377		6101	9542	3088	376	(	5078	635	140	2		493	162	97	4		61
June	12,569	3255	374	2742	6198	12,515	3229	374	2742 6	5170	3144	243	1	2742	158	198	93	14	32	69
July	13.092	3371	377	29 <b>3</b> 5	6409	13,013	3346	376	2934 6	5357	<b>7</b> 21	209	7	225	280	330	. 73	2		74
August	13,409	3442	384	2950	6633	13,311	3411	381	2932 8	5587	647	144	9	196	298	307	95	5	173	34
Sept.	13,671	3470	384	2984	6833	13,464	3441	381	2864 6	5778	569	123	5	207	234	299	70	8	191	30
Oct.	14,236	3549	389	3081	7217	13,854	3483	385	2931 7	7055	864	149	13	288	414	453	120	17	242	74
Nov.	14,587	3580	380	3157	7470	14.305	3515	369	3001 7	7420	804	151	8	318	327	431	108	25	213	85
Dec.	15,297	3701	365	3494	7737	14,901	3612	360	3302 7	7627	1141	229	10	550	352	470			284	67
Undup. Total	18,046	4760	464	4418	8404	17,923	4729	460	4½12 8	3322	9634	1993	104	4418		3219				734

1937
PERCENTAGE ANALYSIS OF MONTHLY CASE LOAD BY CATEGORIES

1937		TOTAL		LOAD			RELIE	EF C.	SES			IN	VTAKE	}			CLOS	INGS	3	
Month	Total	ADC	ATE	GPA	OAA	Tot.	ADC	ATB	GPA	OAA	Tot.	ADC	ATB	GPA	0AA	Tot.				OAA
January	100	33	14		63	100	33	4	-	63	100	32	3	-	65	100	59	4	-	37
February	100	33	4		63	100	33	4		63	100	59	. 7	_	34	100	72	3	_	25
March	100	32	4	-	64	100	<b>3</b> 2	14		64	100	61	7		<b>3</b> 2	100	66	4	_	30
April	100	34	4		62	100	34	4		62	100	76	2		22	100	59	4		37
Мау	100	32	4		64	100	32	4		64	100	22	*	_	78	100	60	2		38
June	100	26	3	22	49	100	26	3	22	49	100	· 8	*	87	5	100	47	_2	16	35
July	100	26	3	22	49	100	26		22	49	100	29	1	31	39	100	22	1_	55	22
August	100	26	3	22	49	100	26	3	22	49	100	22	2	30	46	100	31	2	56	11
September	100	25	3	22	50	100	26	3_	21	50	100	22	1	36	41	100	23	3	64	10
October	<b>1</b> 00	25	3	21	51	100	25	3	21	51	100	17	2	33	48	100	27	4	53	16
November	100	24	3	22.	51	100	24	3	21	52	100	19	1	39	41	100	25	6	49	20
December	100	24	2	23	51	100	24	3	22	51	100	20	1	48	31	100	22	3	61	14
Unduplicated Total	100	26	3	24	47	100	26	ڏ	25	46	100	21	1	46	<b>3</b> 2	100	<b>3</b> 6	4	37	23

Less than 1%

1937
MONTHLY VARIATION IN CASE LOAD

2/ 13						VARI	ATION IN	CATEGOR	IES	<del></del>	
Month 1936	Total Case Load		ATION		DC		TB		PA		\A
1730	Case Load	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
December	8693								•		
1937											<del></del>
January	8998	305	14	57	2	2	1			246	5
February	8922	<b>-</b> 76	- 1	- 46	<u>- 2</u>	2	1			- 32	1
March	8857	<u>- 65</u>	- 1	- 71	_ 2	7	2		-	- 1	_ *
April	9149	292	3	249	9	- 1	*	***		չկչֈ	1
May	9587	438	5	23	1	<b>-</b> 6	<b>-</b> 2	-	-	421	7
June	12,569	. 2982	31	146	5	- 3	- 1	<b>ç</b> us		97	2
July	13,092	523	<u>ц</u>	116	4	3 .	· 1	193	7	211	3
August	13,409	317	2	71	2	7	2 .	15	1	224	3
September	13,671	262	2	28	1	-	-	34	1	200	3
October	14,236	565	14	79	2	5	11	97	3	384	6
November	14,587	351	2	31	1	<b>-</b> 9	<b>-</b> 2	76	2	253	74
December	15,297	710	5	121	3	-15	<del>-</del> 4	337	11	267	4
January-December		6299	70	747	25	-10	<b>-</b> 3	752	27	2068	36

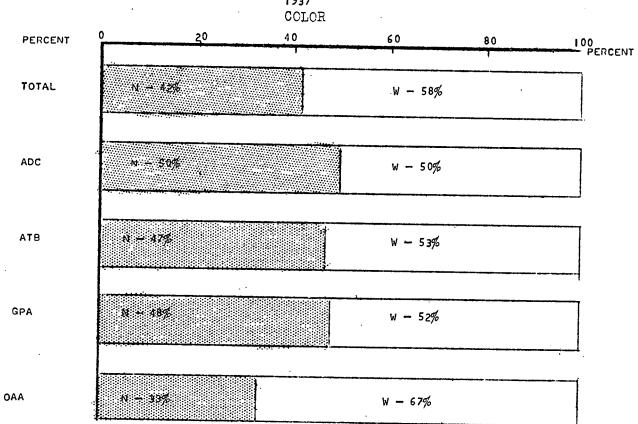
^{*}Less than 1%.



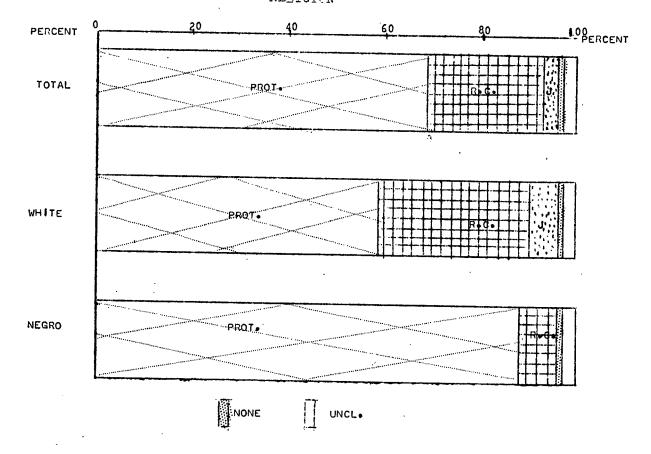
15a



1937



RELIGION



1937

## COLOR

		TOTAL		ı	CTI VE		(	CLOSED		
CATEGORY	Total	White	Negro	Total	White	Negro	Total	White	Negro	
ADC	4760	2369	2391	359 <b>7</b>	1708	1889	1163	661	502	
ATB	464	245	219	350	166	184	114	. 79	35	
GPA	4418	2301	2117	3210	1616	1594	1208	685	523	
OAA	8404	5641	2 <b>7</b> 63	7670	5139	2531	734	502	232	
TOTAL	18.046	10,556	7490	14,827	8629	6198	3219	1927	1292	

#### PERCENTAGE ANALYSIS OF COLOR

			TOTAL			ACTIV	E	(	CLOSED	
CATEGORY		Total	White	Negro	Total	White	Negro	Total	White	Negro
ADC		100	50	50	100	47	53	100	57	43
ATB	, <del>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</del>	100	53	47	100	47	53	100	69	31
<u>GP</u> A		100	52	48	100	50	50	100	57_	43
OAA		100	67	<b>3</b> 3	100	67	33	100	68	<b>3</b> 2
TOTAL		100	<u>5</u> 8	42	100	58	42	100	60	40

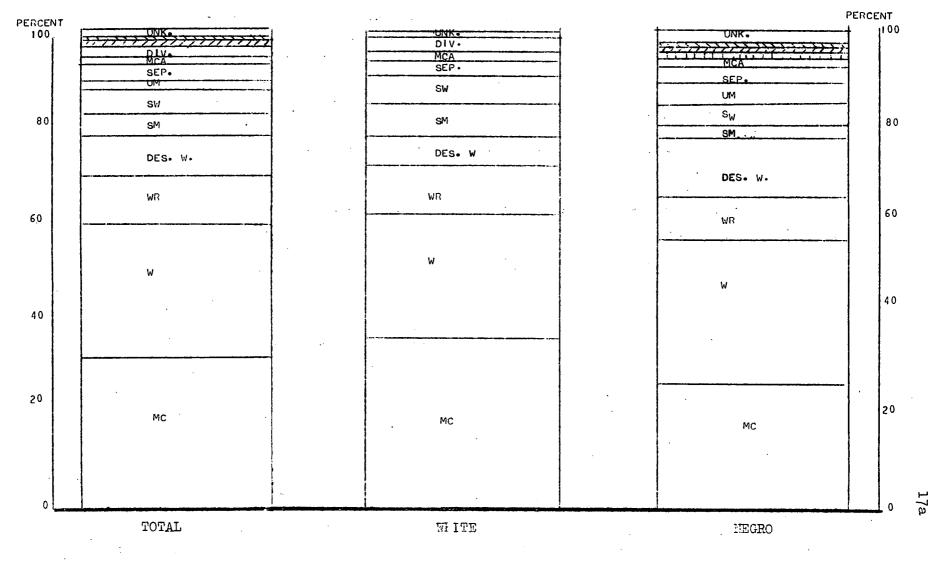
1937 SEX OF ATB, GPA, AND OAA PAYEES

		TOTAL			WHITE			NEGRO	
CATEGORY	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE
ATB	464	.280	184	245	152	93	219	128	91
GPA	4418	2630	1788	2301	1522	779	2117	1108	1009
OAA	8404	3924	<u>4480</u>	5641	2641	3000 ·		1283	1480

# PERCENTAGE ANALYSIS OF SEX OF ATB, GPA, AND OAA PAYEES

		TOTAL			WHI TE			NEGRO	
CATEGORY	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE
ATB	100	60	40	100	62	<b>3</b> 8	· 100	58	42
GPA	100	60	40	100	66	34	100	52	48
OÁA	100	47	53	100	47	 53	100	46	54

1937 FAMILY STATUS



VIII DES. M.

VC.

III DIV.

1937
FAMILY STATUS

		TOTAL			ADC	*******	<del>,</del>	ATB			GPA			0.1	
Family Status	Total	White	Negro	Total		Negro	Tot.		Neg.	Total		Negro	Total	OAA White	Negro
Married Couple	5637	3705	1932	1344	905	439	136	80	56	1833	1112	721	2324		•
Unmarried Couple	110	38	72	47	19	28			_	56	15	<u> 41</u>	2)24		/10
Unmarried Mother	425	49	376	395	46	349			1	25	<u></u>	22 41	4	4	
Widow	4997	2780	2217	1269	647	622		29	1414	833	313	520	2822	1791	4
Widower	1749	1045	704	63		29		18	20	300	154	146	1348	839	1031
Deserted Man	112	42	70	14	7	7	3	1	2	74	25	49	21	0 29	509 12
Deserted Woman	1525	597	928	1158	437	721	3	2	1	330	140	190	34	18	16
Descrting Man	2	1	1	1	1		-		_	1		1			
Deserting Woman	28	13	15	24	. 9	15	-			4	4				<del></del>
Divorced Man	126	99	27	_		-	g	5	3	39	31	8	79	63	16
Divorced Woman	219	170	49	97	78	19	9	6	3	61	41	20	52	45	
Separated Man	235	122	113	6	2	4	17	2	15	49	28	21	163	<del>- 42</del> 90	
Separated Woman	284	175	109	132	91	41	- <del></del>	<del></del>	2	54	5 ₇	<u>21</u> 30	95		73
Married Couple Apart-Man	150	87	63		-	1	10	4	6	70	40	30	69	<u>59</u> 43	<u>36</u> 26
Married Couple Apart-Woman	217	126	91	129	72	57	5	2	3	47	28	19	36	24	<u>20</u> 12
Single Man	957	712	245		-	2	82	 50	32	278	170	108	595	492	
Single Woman	852	584	268	14	2	12	52	<del>35</del>	17	207	98	109	579	492 449	103
Unknown	421	211	210	64	19	45	24	10	14	157	75	82	176	107	130 69
TOTAL	18,046	10,556	7490	4760	2369	2391	464	245	219	4418	2301	2117	8404		2763

1937
PERCENTAGE ANALYSIS OF FAMILY STATUS

		TOTAL			ADC			ATB		i i	GPA			OAA	
Family Status	Tot.	White	Neg.	Tot.	White	Neg.	Tot.		Neg.	Tot.	White	Neg.	Tot.	White	Neg.
Married Couple	31	35	26	28	38	18	30	33	26	41	48	34	28	28	26
Unmarried Couple	1	*	1	1	1	1				1	1	2	*	*	*
Unmarried Mother	2	*	5	8	2	15	*		*	1	*	1	*		*
Widow	28	26	30	27	28	26	16	12	21	19	14	25	33	32	37
Widower	10	10	9	1	1	1	8	7	9	7	7	7	16	15	19
Deserted Man	1	*	1	*	*	*	0.5	0.5	1	2	1	3	0.5	*	*
Deserted Woman	8	6	12	25	19	30	0.5	0.5	*	7	6	9.	0.5	-	$\overline{}_{i}$
Deserting Man	*	*	*	*	*		_	_	_	*	_	*	_		_
Deserting Woman	*	*	*	1	*	1			-	*	*	_	_		_
Divorced Man	1	1	*			_	2	2	1.5	1	1	*	1	1	1
Divorced Woman	1	2	. 1	Ž	. 3	1	2	3	1.5	1	2	1	1	1	
Separated Man	1	111	2	*	*	*	3	0.5	7	1	. 1	1	2	2	3
Separated Woman	2	2	1	3	4	2	1	0.5	1	1	1	1	1	1	1
Married Couple Apart-Man	1	1	. 1	*	-	*	2	1	3	2	2	1	1	1	1
Married Couple Apart-Woman	1	1	1	3	3	.2	1	1	1	1	1	1		<del></del>	
Single Man	5	7	3	*		*	18	21	14	6	g	5	7	9	4
Single Woman	5	6	4	*	*	1	11	14	8	5	14	5	7	8	5
Unknown	2	<u>2</u>	3	1	1	2	5	14	6	4	3	14	2	2	2
TOTAL	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

^{*}Less than 1%.

1937

## RELIGION

		TOTAL			ADC			ATB			GPA			OAA	
Religion	Total	White			White	Negro	Tot.	White	Neg.	Total	White	Neg.	Total		Negro
Protestant	12,867	6254	6613	3310	1192	2118	337	145	192	<b>3</b> 018		1850			2473
Roman Catholic	3,924	3323	601	1169	942	227	88	76	12	932	759	173	1735	1546	189
Jewish	581	581		191	191	<u> </u>	11	11		223	223		156	156	
Other	չդչդ	37	7	4	4	-				31	28	3	9	5	4
None	167	85	82	56	24	32	3 ·	2	1	64	30	34	7171	29	15
Un'mown	463	276	187	30	16	14	25	11	14	150	73	77	258	176	82
TOTAL	18,046	10,556	7490	4760	2369	2391	464	245	219	4418	2301	2117	8404	5641	2763

## PERCENTAGE AMALYSIS OF RELIGION

		TOTAL			ADC			ATB			GPA			AAC	
Religion	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro
Protestant	71	59	88	70	50	89	73	60	88	68	52	86	74	66	89
Roman Catholic	22	31	8	5 ₇ t	40	9	19	31	5	21	33	8	21	27	7
Jewish	3	6		4	.8		2	4		5	10	-	2	3	•••
Other	*	*	*	*	*	-	-	-		1	1	*	*	*	*
None	1	1	1	1	1	1	1	1	1	2	1	2	蝉	1	1
Unknown	3	3_		1	1	1	5	4	6	3	3	4	3	3	3
TOTAL	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

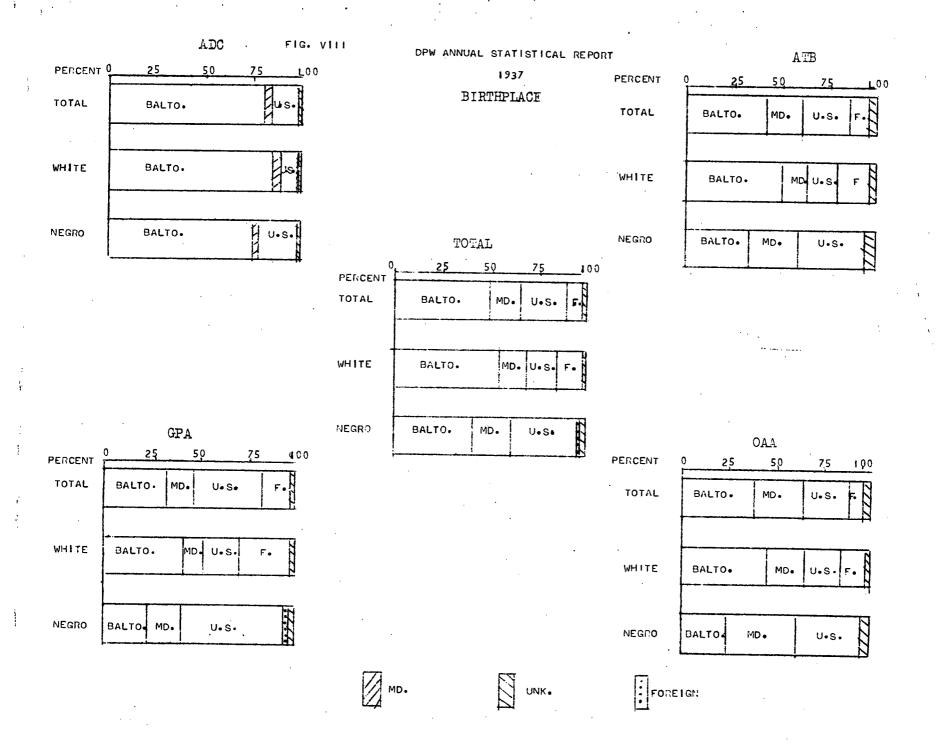
^{*}Less than 1%.

1937
WARD DISTRIBUTION

		TOTAL			ADC			ATB			GPA			OAA	
WARD	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro
1	364	356	8	116	114	2	9	9		81	78	3	158	155	. 3
2	327	308	19	98	92	6	10	8	2	117	113	4	102	95	7
3	568	405	163	145	103	42	10	6	14	248	182	66	165	114	51
4	536	270	266	107	33	74	9	5	4	199	90	109	221	142	79
5	584	163	421	147	31	116	12	2	10	214	73	141	211	57	154
6	678	449	229	217	125	92	13	7	6	174	107	67	274	210	64
7	553	259	294	189	<u>58</u>	131	12	8.	4	107	41	_ 66	245	152	93
8	766	656	110	206	157	49	15	12	3	140	121	19	405	366	39
9	633	561	, 72	144	116	28	11	10	1	101	81	20	377	354	23
10	622	313	309	193	76	117	19	7	12	15 ¹ 4	66	88	256	164	92
11	635	210	425	150	20	130	9	2	7	186	65	121	290	123	167
12	798	572	226	215	133	82	31	17	14	186	136	50	366	286	80
13	743	635	108	167	139	28	9	6	3	145	129	<u> 16</u>	422	361	61
14	903	<u> 165</u>	738	266	28	238	18	4	14	219	35	184	400	98	302
15	1101	564	537	322	119	203	30	16	14	251	115	136	498	314	184
16	1318	433	885	392	82	310	57	20	37	267	53	214	602	278	324
17	1056	52	1004	262	14	258	33	1	32	337	14	323	424	33	391
18	893	381	512	236	76	160	34	11_	23	5/4/4	106	138	379	188	191
19	928	526	402	289	144	145	24	16	8	252	139	113	363	227	136
20	700	684	16	163	159	4	24	23	1	150	146	4	363	356	7
21	532	370	162	139	94	45	8	5_	3	135	88	47	250	183	67
22	528	232	296	114	40	74	14	4	10	176	62	114	224	126	98
23	351	226	125	80	54	26	5	2	3	. 90	46	44	176	124	52
24	354	349	5	93	93	-	2	2		71	66	5	188	188	-
25	279	205	74	85	66	19	5	2	3	45	32	13	144	105	39
26	430	423.	7	111	110	1	20	20	***	66	66	-	233	227	6
27	663	597	66	102	91	11	19	18	1	58	47	11	484	441	43
28	101	100	1	9	9	-				3	3		39	88	1
County or							_	_	-						
Other Sta	ite 102	92	10	3	3		2	2		2	1	1	95	86	9
TOTAL	18.046	10,556	7490	4760	2369	2391	464	245	219	4413	2301	2117	8404	5641	2763

1937
PERCENTAGE ANALYSIS OF WARD DISTRIBUTION

		TOTAL			ADC			ATB			GPA			OAA	
Ward	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro
1	2	3	*	2	5	*	2	14	-	2	3	*	2	3	*
2	2	<del>*</del> 3	*	. 2	4	*	3	3	1	3	5	*	1	2	*
3	3	4	2	3	4	2	3	2	2	6	<b>8</b>	3	2	2	2
4	3	3	4	2	1	3	2	2	2	5	14	5	3	3	3
5	3	1	6	3	1	5	3	1	5	5	3	7	3	1	6
6	14	4	3	5	5	4	3	3	3	14	5	3	3	<u>4</u>	2
7	3	2	4	4	2	6	3	3	2	2	2	3	3	3	3
8	14	6	2	4	7	2	3	5	1	3	5	1	5	7'	1
9	14	5	1	3	5_	11	2	4	*	2	3	1	4	6	1
10	3	3	4	4	3	5	4	3	6	3	3	4	3	3	3
11	14.	2	6	3	1	6	2	1	14	4	3	6	14	2	6
12	14	6	- 3	5	6	3	7	7	6	4	6_	2	14	5_	3
13	14	6	1	4	6	1	2	2	1	3	6	<u>l</u>	5	6	2
14	5	2	10	6	11	10	14	2	6	5	<u> </u>	9	5	2	11
15	6	5	7	7	5_	g	6		6	6	5	6	6	6	7
16	7	14	12	8	4	13	12	8	17	. 6	2	11	7	5	12
17	6	11	13	6	*	. 11	7	*	15	8	<u> </u>	15	5	<u> </u>	14
18	5	4.	7	5		7		- 4	11	6		7	4	3	7_
19	5	5	5	6	6	6	5		4	6	6	5	4	4	5_
20	14	6	*	3	7	*	5	9	*	3	6_	*	4	6_	*
21	3	4	2	3	<u>4</u>	2	2	2	1	3	<u> </u>	2	3	3	3
22	3	2	14	2	2	3	3	2	5	4	3_	5.	3	2	4
23	2	2	2	2	2	1	1	<u> </u>	1	2	2	2	2	2	2
24	2	3	*	2	14		*	1_		2	3	*	2	3	
25	2	2	1	2	3	1	11_	<u>1</u>	1	1	<u>l</u>	<u> </u>	2	2	<u> </u>
<i>2</i> 6	2	4	*	2	5	*	4	· 8		11	3	***	3	4	*
27	14	6	1	.5	4	*	4		*	1	2_	<u> </u>	6	8	2
28	0.5	1	*	*	*			-		*	*	<u> </u>	11_	1_	*
ounty of		1	*	*	*	-	. *	1		*	*	*	1	1	*
		100	100	100	100	100	100	100	100	<b>10</b> 0	100	100	100	100	100
LATO	100	TOO	100	1 TOO	LOU Less t	nan 1%.		100	100	100	TOO	100	; <u></u>	100	100



1937
SUMMARY OF BIRTHPLACE

		TOTAL			ADC ^a			ATB			GPA			OAA	<del></del>
Birthplace	Total	White	Negro	Total	White.	Negro	Total	White	Negro	Total	White	Negro	Total		Negro
Baltimore	8795	5708	308 <b>7</b>	3854	2041	1813	197	123	74	1467	969	498	3277	2575	702
Elsewhere-Maryland	3058	1532	1526	168	99	69	88	34	54	622	256	366	2180	1143	1037
SUB-TOTAL-Md.	11,853	7240	4613	4022	2140	1882	285	157	128	2089	1225	864	5457	3718	1739
Elsewhere- U. S.	4,338	1744	2594	685	196	489	115	39	76	1580	436	1144	1958	1073	885
SUB-TOTAL-U. S.	16,191	8984	7207	4707	2336	2371	400	196	204	<b>3</b> 669	1661	2008	7415	4791	2624
Foreign Countries	1,348	1308	40	17	14	3	40	39	1	597	566	31	694	689	5
Unknown	507	264	243	36	19	17	24	10	14	152	74	78	295	161	134
TOTAL	18,046	10,556	7490	4760	2369	2391	464	245	219	4418	2301	2117	8404	5641	2763

#### PERCENTAGE ANALYSIS OF SUMMARY OF BIRTHPLACE

		TOTAL			ADC			ATB			GPA	<u> </u>		OAA	
Birthplace	<u>Total</u>	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro
Baltimore	49	54	41	81	86	76	42	50	34	33	42	24	39	46	25
Elsewhere-Maryland	17	15	20	4	4	3	19	14	25	14	11	17	26	20	38
SUB-TOTAL- Maryland	66	.69	61	85	90	79	61	64	59	47	53	41	65	66	63
Elsewhere-U.S.	24	17	35	14	8	20	25	16	35	36	19	54	23	19	32
SUB-TOTAL- U.S.	90	g6	96	99	98	99	86	80	94	83	<b>7</b> 2	95	88	85	95
Foreign Countries	7	12	1	*	,1	*	9	16	*	14	25	2	8	12	*
Unknown	3	2	3	1	.1	1	5	14	. 6	3	3	3	4	3	5
TOTAL	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

^aBirthplace of oldest ADC child.

^{*}Less than 1%.

## DP/ AMMUAL STATISTICAL REPORT

1937

BIRTHPLACE: BALTIMORE, COUNTIES OF MARYLAND

		TOTAL			ADC			ATB			GPA		T	OAA	
Birthplace	Total	White	Negro	Total.	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro
Baltimore	8795	5708	3087	3854	20/1	1813	197	123	74	1467	969	498	3277	2575	702
Alleghany	54	50	4	2	2	_	_		-	18	15	3	34	33	<del></del>
Anno Arundel	322	99	223	21	. 6	15	9	3 .	6	61	13	48	231	77	154
Baltimore County	494	351	143	31	21	• 10	10	7	3	79	48	31	374	275	99
Calvert	207	41	166	7	1	6	5		. 5	71/1	7	37	151	33	118
Caroline	22	8	14	2	1	1	1	·		3	2	1	17	5	12
Carroll	248	211	37	g	g	-	6	14	2	39	30	9	195	169	26
Cecil	27	22	5	2	1	1	1	1	9.3	4	3	1	20	17	7
Charles	- 87	11	76	5	2	3	5		5	27	2	25	50	7	43
Dorchester	192	67	125	14	2	2	10	2	8	36	12	24	142	51	91
Frederick	139	99	40	10	8	2	5	3	2	28	16	12	96	72	24
Garrett	14	14		2	2								. 2	2	**
Harford	176	111	65	9	8	1	7	2	5	35.	13	22	125	88	37
Howard	179	87	92	14	5	9	2	1	1	44	20	24	119	61	58
Kent	80	29	51	1	1				<u>.</u>	20	4	16	59	24	35
Montgomery	45	13	<b>3</b> 2	1		1	1	1		15	1	14	28	11	17
Prince George's	119	1414	75	3	1	2	3	1	2	29	9	20	84	33	51
Queen Anne's	81	32	49	14	4	out.	3	2	1	12	14	8	62	22	40
St. Mary's	. 185	41	7)474	4_	1	3	9	2	7	33	5	28	139	33	106
Somerset	119	62	57	16	9	7	1		1	21	10	11	81	43	38
Talbou	105	49	<u>56</u> j		6	1	3	1	2	20	11	9	75	31	1414
Washington	119	40	9	4	14	-	3	2	1	14	13	1	28	21	7
Wicomico	5 L	35	16	( <del>-1</del> 1)	~		3	2	1	11	3	8	37	30	. 7
Worcester	47	. 9	38	2		2	2		2	12	14	8	31	- 5	26
Unknown CoMd.	26	17	9	- 9	6	3			-1	17	11	6	7.000	-	
Elsewhere-Ma.	3058	1532	<b>1</b> 526	168	99	69	88	34	54	655	256	366	2180	1143	1037
TOTAL-Maryland	11,853	7243	4613	4022	2140	1882	285	157	128	2089	1225	864	5457	3718	1 739

1937
BIRTHPLACE: STATES OF UNITED STATES

		TOTAL			ADC			ATB			GPA			OAA	
Birthplace	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total		Negro
Alabama	41	12	29	4	2	2	_	<u></u>	-	22	6	16	15	14	11
Arkansas	- 4	. 3	1	1	1		-	-	-	2	2	<u> </u>	1	-	1
California	10	6	4	2	2	-				4	1	3	14	3	1
Colorado	2	2			_	-	-		-	2	2	-	-		
Connecticut	10	. 8	2	2	1	1			-	2	1	1	6	6	
Delaware	55	40	15	5	3	2	2	en b	2	9	2	7	39	35	14
District of Columbia		86	68	28	13	15	2	1	1	49	14	35	. 75	58	17
Florida	39	9	30	11	4	7	2		2	15	3	12	11	2	9
Georgia	112	23	89	17	<u> </u>	16	6	1	5	59	12	47	30	9	21
Illinois	27	24	3	14	3_	1				9	8	1	14	13	1
Indiana	21	18	3	2	2	-	1	1		7	. 4	3	11	11	
Iowa	11	9	2							3	1	2	8	8	
Kansas -	3	1	2			<b>-</b> .	1		1	1		1	/ l	1	
Kentucky	39	19	20	1	1		3	2	1	18	7	11	17	9	8
Louisiana	17	7	10	1	1					9	2	7	7	4	3
Maine	9	8	1			_				2	1	1	7	7	
Massachusetts	37	31	6	3	2	1				16	11	5	18	18	
Michigan	16	15	1	3	3	-	1	1		7	6	l	5	5	-
Minnesota	7	7	-	-						4	4		3	3	
Mississippi	12	9	3	1	1	-			-	5	3	2	6	5	1
Missouri	12	9	3	1	1					6	4	2	5	74	1
Montana	2		2			-				2		2	-		
Nebraska	1	1		_			1	1	-	•			1		
New Hampshire	6	5	11	_		-	2	1	1	3	3	-	1	1	
New Jersey	67	51	16	18	7	11	2	1	1	13	11	2	34	32	2
New Mexico	1	1	==	-		-	-		-	-		-	1	1	-
New York	151	137	14	20	13	7	3	3		38	32	6	90	89	1
North Carolina	584	87	497	141	13	128	13	1	12	274	30	5,11,1	156	43	113
North Dakota	3	2	1	-			_	-	_	3	2	ì	-	<b>→</b>	<del></del>
Ohio	49	40	9	9	6	3	-		-	15	10	5	25	24	1
Oklahoma	14	2	2	1	1	-		-		ī	-	ĺ	2	i	1

1937
BIRTHPLACE: STATES OF UNITED STATES -(Cont'd)

70.4 4.7		TOTA			ADC			ATB			GPA	•		O 4 4	
Birthplace	Total	White	Negro	Total	White	Negro	Total		Negro	Total		Negro	Total	OAA	·
Po nnsylvania	461	382	79	59	28	31	10	7	7	99	_				
Mode Island	3	2	1	1	-	1		·····		99	77_	22	293	270	23
South Carolina	307	30	277	73	6	67	9					~ <u>_</u>	2	. 2	
South Dakota	ī	-	]					2		173	11	162	52	11	41
Tennessco	17	12	5	2	2					<u>_</u>		<u>l</u>			-
Texas	- 14		5	<u> </u>						8		5	6	6	
Vermont	3	7		7				***		7	6	1	7	3	. 4
Virginia	1885	533	1352	248	<del></del>	189		77	70	<u>-</u>			2	2	
West Virginia	132	94	38	24		- 107	<u>51</u>	13	38 ·	650	133	517	936	328	608
Wisconsin	6	6		<u> </u>	<u> 17</u>		5_	3	2	37_	21	16	66	53	13
Philippine Islands	2		2	<u>_</u>	<u> </u>					3	3		2	2	-
Puerto Rico	7	<del></del>		<del></del>	<del></del>					2		2	-	-	
	<del>                                     </del>			— <u> </u>	<u> </u>						-4			-	-
Elswhere- U. S.	4338	1744	2594	685	196	489	115	39	76	1580	436	1144	1958	1073	885

1937

BIRTHPLACE: FOREIGN COUNTRIES

		TOTAL			ADC			ATB			GPA			^	
Birthplace	Total	White	Negro	Total	White	Negro	Total		Negro	Total		Negro	Total	OAA	
Africa	1	_	1	_	-		_				11111100		Total	White	
Australia	2	2	-	_	-					<del></del>			<del>-</del>		1_
Austria	45	45		1	<del></del>		7	1		21	21		23	2	
Belgium	1	1		_		<del></del>	1	<del> </del>			<u></u>			23	
Bulgaria	2	2	-	-	_	_	-	<del></del>		.2	2			<del></del>	
Canada	20	20	-	1	-	1	-			6	6		13		
Czecho-Slovakia	36	. 35	1	_	<del></del>		-		_	10	10		26	13 26	
Cuba	1		1	_	-	-	1	<del></del>	7						
Danish West Indies	1		1	_			-			_				<del></del> -	
Denmark	- 5	5	_	-	_	_			_	2	2		7	<del>-</del>	<u> </u>
England	68	67	1	1	1	-	1	1	_	21	20	<u>-</u>	45.	45	
Estonia	1	1	_		-		••			7	1			45	
France	10	10	_	_		-	<del></del>	<del></del>		7	<del></del>			<del>-</del>	
Germany	320	320	-	2	2	_	13	13		43	43		262	262	
Greece	15	15	-		_	_				. 12	12		<u> </u>	<u> </u>	
Holland	1	1	-	-			<del></del>				<u> </u>		<del>}</del>	<del>}</del> -	
Hungary	20	20	-	1	1		<del></del>	<del></del>		0	<u> </u>		10	10	<del></del>
India	2		. 2	1		1				<del></del>		1	<u></u>	10	
Ireland	103	103	-	1	1		<del></del>			25	25		<del>-</del> 77	77	
Italy	115	115		3	3	-	4	4		88	88		20	20	
Jama <b>i</b> ca	4		4	1	<del></del>	1			_	7		3	<u> </u>		
Jugo-Sla <b>vi</b> a	10	10	-		· -					10	10	_	***		
La <u>t<b>v</b>i</u> a	4	4	-		***	_	<del></del>		-	77	70		<del></del>	**	
Li thuania	38	38	-				3	3		18	18		17	_ <del>_</del>	
Mexico	2	-	2	_	<del></del>					1	10	$-\frac{1}{1}$	<del></del>		
Norway	7	7	_		<del></del>					2	2		<u>-</u> 5	<del>-</del> 5	1
Palestine	2	2	_	-	<del></del> -	_				<u></u>	<u>&lt;</u>		<del></del>		
Panama	1	1	-	1	1	_									
Poland	166	166	- !	1	1		<u> </u>	8		106	106		- 51	51	

1937

BIRTHPLACE: FOREIGN COUNTRIES-(Cont'd)

		TOTAL			ADC	T		ATB			GPA			OAA	
Birthplace	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total		Negro
Portugal	3	1	2				_			2		2	1	ີ 1	_
Roumania	9	9		1	1		_			6	6	<del></del>	2		<del></del>
Russia	265	265		2	2	-	6	6	_	161	161		96	96	
Scotland	17	17		1	1	-	-	-		4	14		12	12	
South America	6_	4	2	1				_		3	1	2	3	<del></del> -	<del></del>
Spain	4	3	1	-		-	1	_	_	3	3	_	]	<del></del>	1
Sweden	5	5		-		-	_		_	î	1		14	<u>li</u>	
Switzerland	6	6				-	-		-	1	1	_	5		
Syria	1	1	-	_		-	1	1	-	_					
Turkey	1	1			_	_				1	1	_	<del></del>		_
Virgin Islands	1	p=40	1	1			<b></b> .		-	1	-	1	<del></del>		
Wales	5	5		-			1	1		3	3		1	1	_
West Indies	22	1	21			-	p=40	-	_	21	1	20	1		1
TOTAL- Foreign	1348	1308	40	17	14	3	40	39	1	597	566	31	694	689	<del>-</del> -
Unknown	507	264	243	36	19	17	24	10	14	152	74	78	295	161	134
GRAND TOTAL	18,046	10,556	7490	4760 2	2369	2391	454	245	219		2301	2117	8404	5641	2763

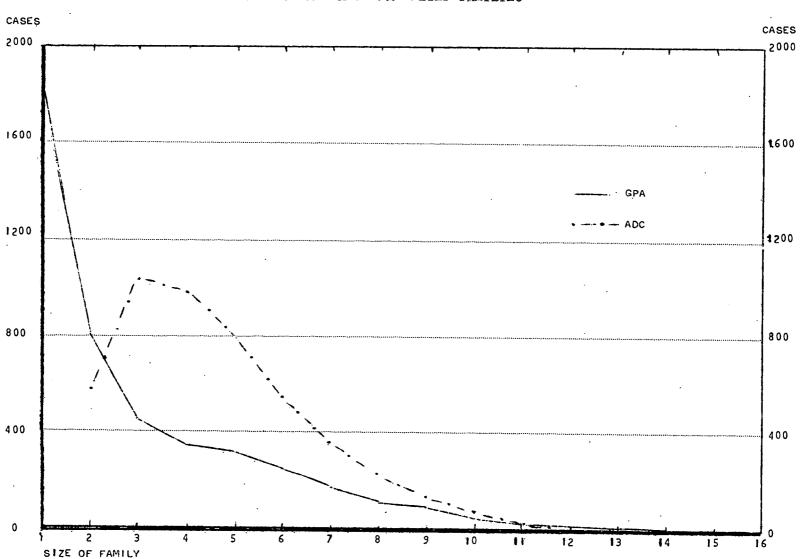
1937
YEAR HEAD OF GPA FAMILY CAME TO BALTIMORE
BY CLASSIFICATION AND COLOR

	<del></del>	TOTAL			LOYABLI		LIG	HT WORK	UNE	MPLOYABLE	UNC	LASSIF	TED
Year to Baltimore	Total	White	Negro	Total	White	Negro	Tot.	White Neg	. Tot.	White Neg.	Tot.	White	Negro
Prior to 1900	431	197	234	32	20	12	19	4 15		173 207			110710
1900 before 1910	476	208	268	60	34	26	31	13 18		161 224	<del></del>	<del>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</del>	<del></del>
1910 before 1920	645	319	326	138	91	47	72	26 46		202 233			<del></del>
1920 before 1930	786	298	488	267	120	147	55	24 31	464	154 310	<b></b>	<del></del>	
1930 before 1937	391	190	201	144	67	<b>7</b> 7	24	11 13	223	112 111		<del></del>	<del></del>
Unknown	268	139	129	69	71/1	25	7	6 1	44	17 27	148	<b>7</b> 2	76
TOTAL	2997	1351	1646	710	376	334	208	84 124	_	819 1112		72	76

## PERCENTAGE ANALYSIS OF YEAR HEAD OF GPA FAMILY CAME TO BALTIMORE

		TOTAL		EMP	LOYABL	9	LIGH	r Work		UNE	(PLOYA)			CLASSI	FTED
Year to Baltimore	Total	White	Negro	Total	White	Negro	Total	White	Neg.	Total	White	Neg.	Tot.	White	Negro
Prior to 1900	14	15	14	5	5	14	9	5	12	20	21	19			
1900 before 1910	16	15	16	8	9	8	15	15	15	20	19	20			
1910 before 1920	22	24	20	19	24	14	35	31	37	22	25	21			· · · · · · · · · · · · · · · · · · ·
1920 before 1930	26	22	30	38	32	<u>դ</u> դ	26	29	25	24	19	28			
1930 before 1937	13	14	12	20	18	23	12	13	10	12	14	10			
Unknown	9	10	8	10	12	7	3.	7	1	2	.2	2	100	100	100
TOTAL	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

1937
SIZE OF ADC AND GPA RELIEF FAMILIES



1937
SIZE OF ADC AND GPA FAMILIES RECEIVING GRANTS

Size Of		TOTAL			ADC			GPA	
Family	Total	White	Negro	Total	White	Negro	Total	White	Negro
11	1821	832	989	_	•••	-	1821	832	989
2	1378	675	703	565	234	331	813	441	372
3	1480	771	709	1038	524	514	442	247	195
4	1321	<b>7</b> 03	618	979	502	477	342	201	141
5	1113	605	508	795	411	384	318	194	124
6	784	436	348	543	287	256	241	149	92
7	520	277	243	357	<b>17</b> 6	181	163	101	62
8	332	163	169	2.8	107	111	114	56	<b>5</b> 8
99	207	114	93	124	69	55	83	45	38
10	107	47	60	67	30	37	40	17	23
11	38	20	18	21	12	9	17	. 8	9
12	29	9	20	16	4	12	13	5	. 8
13	6	2	4	3	-	3	, 3	2	1
14	1	•••	1	1		1	•••		•
15	3	<u>l</u>	2	1	•	1	2	1	1
16	1	1		1	1	•••	•••		
TATOT	9141	4656	4485	4729	2357	2372	4412	2299	2113
Total Persons	3 <b>4,7</b> 18	18,072	16, 646	21,929			12,789		574 <b>7</b>
Average Size	3.8	3.9	3.7	4.6	4.7	4.6	2.9	3.1	2.7

PERCENTAGE ANALYSIS OF SIZE OF ADC AND GPA FAMILIES

<b>01</b>	j	TATOT	·····		ADC			GPA	
Size Of Family	Total	White	Negro	Total	White	Negro	Total	White	Negro
1	20	18	22	•••	_	_ }	41	36	47
2	15	14	16	12	10	14	19	19	18
3	16	17	16	22	22	22	10	11	9
4	15	15	14	21	21	20	8	9	7
5	12	13	11	17	18	16	7	. 9	6
6	9	9	8	11	12	11	. 5	7	4
7	6	6	6	8	7	8	4	4	3
8	4	44	4	5	5	5	. 3	2	3
9	5	3	2	3	3	2	2	2	2
10 11	11	<u> </u>	1_!	1	1	1	1	1	. 1
12	*	*	*	*	1	*	*	*	21
13	*	*	*	*	*	1	*	*	*
14	*	*	*	*		*	*	*	*
15	* *		*	*		*		•••	
16	*	*	*	*		*	*	*	*
	<u> </u>	*		*	*				
TOTAL	100	100	100	100	100	100	100	100	100

^{*}Less than 1%.

1937

#### NUMBER OF CHILDREN BY COLOR IN TOTAL CASES

RECEIVING A.D.C. GRANTSa

Number Of Children		TAL		HITE		EGRO
0111101611	cases	Children	Cases	Children	Cases	Children
11	1310	1310	6 <b>2</b> 6	626	684	684
2	1271	2542	671	1342	600	1200
3	905	2715	457	1371	448	1344
4	592	2368	296	1184	296	1184
5	332	1660	166	830	166	830
6	181	1086	82	492	99	594
7	90	630	42	294	48	336
8	32	256	13	104	19	152
9	12	108	. 3	27	9	81
10	4	40	1	10	3	30
TOTAL	4729	12,715	2357	6280	2372	6435

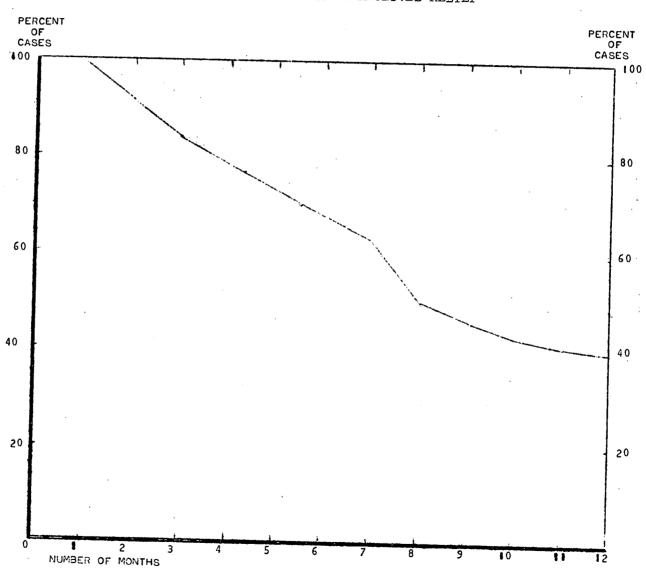
^aNumber of children in cases at end of year or in last month active.

PERCENTAGE ANALYSIS OF NUMBER OF CHILDREN BY COLOR IN TOTAL CASES RECEIVING ADC GRANTS

TO	$\mathtt{TAL}$	WH	TE :	NE(	RO
Cases	Children	Cases	Children:		
28	10	27			11
27	20	28			19
19	21	19	22	19	21
12	19	13	19	13	19
7	<b>1</b> 3	7	13	7	13
4	9	3	8	4	9
2	5	2	5	2	5
1	2	1	2	i i	2
*	1	*	*	*	<u>ີ</u>
· *	*	*	*	*	· *
100	10C	100	100	100	100
	28 27 19 12 7 4 2 1 *	27 20 19 21 12 19 7 13 4 9 2 5 1 2 * 1 * *	Cases Children         Cases           28         10         27           27         20         28           19         21         19           12         19         13           7         13         7           4         9         3           2         5         2           1         2         1           *         1         *           *         *         *	Cases Children         Cases Children           28         10         27         10           27         20         28         21           19         21         19         22           12         19         13         19           7         13         7         13           4         9         3         8           2         5         2         5           1         2         1         2           *         1         *         *           *         1         *         *	Cases Children         Cases Children         Cases           28         10         27         10         29           27         20         28         21         25           19         21         19         22         19           12         19         13         19         13           7         13         7         13         7           4         9         3         8         4           2         5         2         5         2           1         2         1         2         1           *         1         *         *         *           *         *         *         *         *

^{*}Less than 1%.

NUMBER OF MONTHS CASES RECEIVED RELIEF



1937
NUMBER OF MONTHS CASES RECEIVED RELIEF

Number of Months	TOTAL	ADC	ATB	GPA	OAA
0	123	31	4	6	82
1	1441	338	22	649	432
2	1345	313	15	572	445
3	1137	286	19	422	410
4	841	223	14	309	295
5	838	220	9	271	338
6	837	246	10	247	334
7	2411	261	6	1942	202
8	671	177	7	***	487
9	521	381	15		125
10	353	186	33		134
11	322	171	33	•••	118
12	7206	1927	277		5002
TOTAL	18,046	4760	464	4418	8404

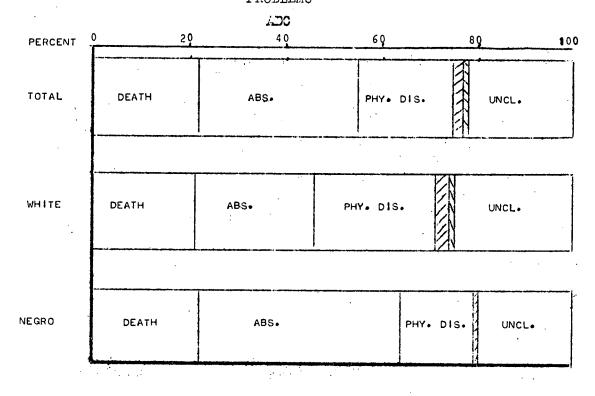
# PERCENTAGE ANALYSIS OF NUMBER OF MONTHS CASES RECEIVED RELIEF

Number of Months	Total	ADC	ATB	GPA	
0	10021	ADO	ATD		OAA
_		11	<u>l</u>	*	<u> </u>
1	8	7	5	15	5
	7	7	3	13	5
3	6	6	4	9	5
4	5	5	3	7	4
5	5	5		6	4
6	5	5	2	6	
7	13	5	<u> </u>		44
8	4	· · · · · · · · · · · · · · · · · · ·	<u>L</u>	44	S
9		4	2		6
10	3	88	3		1
	2	4	7	-	2
11	1	3	7	-	٦
12	40	40	60		<u>+</u>
TOTAL	100				60
	100	100	100	100	100

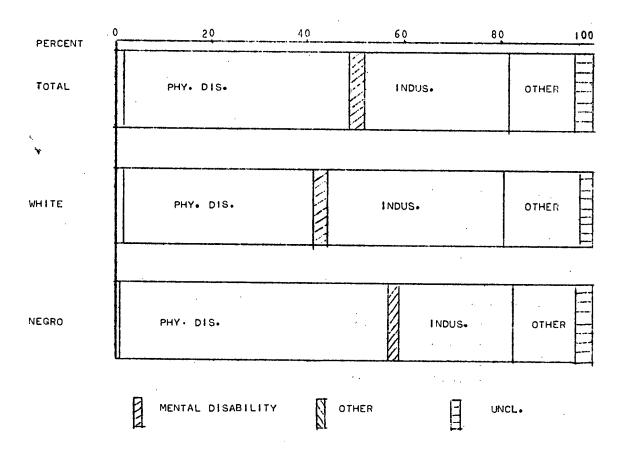
Less than 1%.

FIG. XI

1937 PROBLEMS



CUA



1937

## PROBLEMS - SUMMARY

<b>.</b>		TATOT			ADC			ATB			GPA			O 4 4	
Problem:	Total	White	Negro	Total	Mhite	Negro	Total	White	Negro	motal.		Negro	- · ·	OAA	
Death	1029	499	530	1029	499	530			-10D-0	10021	MILLOG	Negro	Total	White	Negro
Continued Absence							<del></del>								
From Home	1673	635	1038	1593	585	1008				80	<b>CO</b>	70			
Physical Disability	3487	1733	1754	951	598	353	464	245	219		50	30			
Mental Disability	213	153	60	100	75	25	<del></del>	<u> </u>	- 519	2072	890	1182			
Industrial	1348	839	509							113	<u>78</u>	35			
Other Problems	9081	6032	3049	28	22					1348	839	509	-	-	-
Unclassified	1215	665	550	1059 ^a	590	1:60				649	<u> 369</u>	280	8404	5641	2767
TOTAL	18.046					469				156	75	81		_	_
101711	10.040	10,556	7490	4760	2369	2391	464	245	219 T	4418	2301	2117	8404	5641	2763

## PERCENTAGE ANALYSIS OF PROBLEMS

		TATOT			ADC			ATB	·		GPA	-	1	~ -	
Problem	Total	White	Negro	Total	White	Negro	Total		Magro	moto?	White		<del></del>	OAA	
Death	6	5	7	22	21	22	10001		Negro	Total	anre	Neg.	Total	White	Negro
Continued Absence From Home	9	6	14	33	25	42				-					
Physical Disability	19	17	23	20	25	15	100	700	7.00	2	2	1			
Mental Disability	1	<del></del>	1	2	7	1	100	100	100	4/	39	56	-		
Industrial	8	8	7			<u>-</u>					3	2			
Other Problems	50	57	41	<u> </u>	<del></del>	*		<del></del> -		30	37	24			
Unclassified	7	- 71	71	22ª	7					14	16	13	100	100	100
	<del></del>				25	20				4	3	4		-	-
TATAL	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

^{*}Less than 1%.

a Closed prior to coding of problems in October 1937.

1937

## PROBLEMS

		TOTAL.			ADC			ATB			GPA .	- <del> </del>
Problems	Total	White	Negro	Total	White	Negro	Tot.	White	Neg.	Tot.	White	Neg
Death												****
Father	972	481	491	972	481	491	!	-		1		
Mother	20					8	_			<del>  -</del>		
Both	37	6	31			31	_					
SUBSTORAL	1029	499	530	1029	499	530				<del></del>		
SUB TOTAL Continued Absence From Home				كتنتم	n 1-6-6-	- 25						-
Desertion	960	362	598	899	323	576				61	39	22
Divorce	73		13	73	60	13				<u> </u>		
Separation - Court Order	71	52	19	71	52	19		•				<del></del>
Separation - Voluntary	101	62	39	101	62	39					<del></del>	
Imprisonment	90	46	1414	74	37	37				16	q	7
Illegitimacy	374	51	323	374	51	323						
Other	4	2	2	1		1				3	2	1
SUB-TOTAL	1673	635	1038	1593	585	1008				80	50	30
Physical Die Hilly												
Alcoholism	19	15	4	16	13	3				<b>.</b>	2	1
Anemia	11	5	6							11	5	6
Arthritis	282	128	154	, g7	53	34				195	75	120
Blind	563	298	154 265	32	19	13	464	245	219	67	34	33
Blood Circulatory Disturbances	235		166	53	21	32				182		134
Cancer	29		12	4	2	2				25	15	10
Cardiac	490		264	, 159	95	64				331		200
Diabetes	. 85	36	49	9	. 3	6			•	76	33	43
Endocrine Disturbance	4	2	2							4	2	2
Epilensy	31	14	17	13	4	9	<del></del>			18	10	8
Gall bladder Disturbance	22	18	4					<del></del>		22	18	4
Gonorrhea	9	3	6		7			<del></del>	<del>i</del>	9	7	- 6
Hearing impaired	18	12	6	6	5	1		· - <del></del>	<del></del>	12	<del></del>	<del>- 5</del>
Hernia	103	68	35	30	21	9				73	47	26
Maternity	7	. 2	5							7	2	5

: 4 2

1937
PROBLEMS-(Cont'd)

		TOTAL			ADC			ATB			GPA	-
Problems	Total	White	Negro	Total	White	Negro	Total		Neg.	Total	White	Magazza
Physical Disability-(Cont'd)									-1105	Iotai	MILLER	Negro
Nephritis	24	12	12				1			<b>5)</b> .	• •	
Nutritional disturbance	13	9	4		<del></del>			· · · · · · · · · · · · · · · · · · ·	<del></del>	24 13	12	12
Paralyzed or crippled	293	134	159	82	51	31			-	211	9	4
Respitory system, dis. other than T.B.	95	48	47	35	20	15	· · · · · · · · · · · · · · · · · · ·	<del></del>		60	83	128
Stomach ulcers	28	26	2		<u></u>					- 58	<b>28</b> 26	32
Syphilis	169	33	136	42	14	28		<del></del>		127	19	2
Temporary Illness	50	. 33	17		·					50		108
Tuberculosis	2 <b>7</b> 3	173	100	163	119	44	<del></del>			110	33	17
Other acute illness	185	97	88	40	36	14	<del> </del>	<del></del>		145	54 61	56
Other chronic illness	.449	255	194	180	122	58	<del></del>	<del></del>		269	133	84
SUB-TOTAL	3487	1733	1754	951	598	353	464	245	219	2072	890	136 1182
Mental Disability											090	-110C
Mental defect diagnosed	63	47	16	34	29	5				20	7.0	
" " suspected	. 25	17	8				<del></del>	<del></del>		29 25	18 17	11
" disorder diagnosed	84	60	24	45	31	14		<del></del>		39	29	8
ll Beggerge II II	41	29	12	21	15	6	<del></del>			20	<u>- 29</u> 14	10
SUB-TOTAL	213	153	60	100	75	25						
Industrial							<del></del>			113	78	35
Budget Above wage of chief earner	9	4	5						1	9	١,	_
Disability from indus. accid. or occup.	dis. 6	4	2				<del></del>			<u>9</u>	<u>4</u>	5
Part time work	38	15	23	-			<del></del>			38	4	2
Unemployment	11 35	713	422					<del></del>			15	23
Vocational inefficiency	160	103	57		<del>*</del>		· <del></del>			1135	713	422
SUB-TOTAL	1348	839	509							160	103	57
	1940	3)9						~	!	1348	839	509

1937

## PROBLEMS-(Cont'd)

Problems		TOTAL		1	ADC			ATB			GPA			OAA	
	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Megro
Other Problems															Negro
Delinquency	3	_	3							. 7		7			
Dependent Person	6	. 3	3					***************************************	<del></del>		7	<del>_</del>	<del></del>		<del></del>
Insufficient Income	11	5	6		<del></del>					77			<del></del>		
Old Age (65 or over)	8957	5971	2986	28	22	6				525	<u></u>	27.7	g).o).		
Personality Problem	7	6	1					<del></del>		727	<u> </u>	217	8404	5641	2763
Woman with dep. children	97	47	50		·		<del></del>	<del></del>		97	117		<u> </u>		
SUB-TOTAL	9081	6032	3049	28	22	6				71	41	50			
Unclassified	1215	665	550			1,60				649	369	280	8404	5641	2763
GRAND TOTAL					590	469				156	75	81			
GRAND TOTAL	18,046	10,556	7490	4760	2369	2391	464	245	219	4418	2301	2117	8404	5641	2763

1937
INDUSTRY OF HEAD OF EMPLOYABLE AND LIGHT WORK GPA CASES

· ·		TOTAL		TOME	OYABLE		T TOTAL	m Morr	
Industry	Total			Total			Total	T WORK	
Agriculture	22	12	10	18	1	6	1	WILLUE .	
Building and Construction	220	151	69	197		61	23	15	4
Chemical	49	8	41	43		36	6	7.7	<u>8</u>
Cigars and Tobacco	i	1					1	1	
Clay, Glass and Stone	41	23	18	33	16	17	8	7	1
Clothing	26	19	7	24	19	5	2		2
Domestic and Personal Service	220	64	156	108	<b>3</b> 6	.72	112	28	84
Food	84	55	29	71	47	5j‡	13	8	5
Iron and Steel	190	137	53	170	120	50	20	17	3
Leather	5	5		3	3		2	2	
Lumber	10	7	3	9	6	. 3	1	1	
							1		
Mining	3	3		1	1		2	2	
Miscellaneous Manufacturing	35	28	7	28	22	6	7	6	1
Other Metals	46	32	16	41	27	14	7	5	2
Paper, Printing Industry	13	9	4	11	8	3	2	1	1
Professional Service	30	13	17	20		11	10	4	. 6
Public Service	27	24	3	21	19	2	6	5	1
Textiles	13	12	1	9	8	1	14	4	
Transportation and Communication	190	120	70	150		50	40	20	20
Trade	194	135	59	151	103	48	43	32	11_
Unknown	$ \frac{7}{2}$	32	45	69	29	40	8	3_	5
None	9	7	2	3	3		6	4_	2
TOTAL	1507	897	610	1180	731	14149	327	166	161

1937
PERCENTAGE ANALYSIS OF INDUSTRY OF HEAD OF EMPLOYABLE AND LIGHT WORK GPA CASES

		TOTAL		EMP	LOYABL	E	LTG	HT WORK	
Industry	Total	White	Negro			Negro		White	
Agriculture	1	1	2	1	2	1	7		2
Building and Construction	15	17	11	17	. 19	14	7	9	<del></del>
Chemical	3	1	7	4	i	8	2	1	3
Cigars and Tobacco	*	*		-		_	*	1	<del></del>
Clay, Glass and Stone	3	3	3	3	2	14	.2.5	14	1
Clothing	1	2	1	2	3	1	1		1
Domestic and Personal Service	15	7	26	9	- 5	16	34	17	52
Food	6	6	5	6	6	5	4	5	3
Iron and Steel	13	15	9	14	17	11	6	10	2
Leather	*	1	-	*	*	-	1	1	-
Lumber	1	1	*	1	1	1	*	1	-
-									· · · · · · · · · · · · · · · · · · ·
Mining	*	*	-	*	*	1	1	1	
Miscellaneous Manufacturing	2	3	1	2	3	2	2	14	1
Other Metals	3	3	3	3	3	3	2	3	1
Paper, Printing Industry	1	1	1	1	1	1	1	1	1
Professional Service	2	11	3	2	1	2	3	2	. 4
Public Service	1	3	*	2	3	*	2	_ 3	1
Textiles	1	1	*	1	1	*	1	2	
Transportation and Communication	13	14	11	13	14	11	12	12	12
Trade	13	15	10	13	14	11	13	19	7
Unknown	5	4	7	6	4	9	2,5	2	3
None	1	1	*	*	*	_	2.	2	1
TOTAL	100	100	100	100	100	100	100	100	100

^{*}Less than 1%.

1937
REASONS FOR CLOSINGS

		TOTAL		·	ADC		<del>                                     </del>	ATB			GPA			OAA	
REASON	Total	White	Negro	Total	White	Neg.	Tot.	White	Nec.	Tot.	White	Mor	TRO+	UAA Uhita	
1. Bonus received	1	1		1	1				1,00	1000	1111100	MOR	1000	11111 66	Neg
2a. Placed by court	14	4		14	14					<del> </del> -					
b. " in institution	107	68	39	14	9	5	2	2		37	18	19	54	70	
c. " with relatives	6	2	4	6	2	4	<del></del> ,				10	1.7	24	39	<u> </u>
d. " out of home	14	8	6	13	8	5				1	******	1	<del> </del>	<del></del>	
e. " by private agency	4	4		4	4										
3. Death	620	396	224	18	5	13	22	10	12	31	16	16	549	365	184
4. Duplication	3		3	1		1				2		- 17	249	ـ رورـــ	184
5. Employment history	26	17	9	214	15	9			<del></del>	. 2	2			<del></del>	
6. Employment secured in priv. ind.	399	301	98	177	136	41	3	3		208	152	.56	11	10	
7. Financial adjustment	112	81	31	_ 73	53	20	1	î		32	21	11	6	6	
8. Illegitimacy	110	14	96	110	14	96									
9. Ineligible under desertion req.	7	3	4	7	3	4					· · · · · · · · · · · · · · · · · · ·				
10. " mental incapacity	11	1								1	1	-		<del></del>	
11. " " physical "	7	<u> </u>	6	4		4				- 3	1.	2			
12. Insurance adjustment	10	7	3	- 6	. 5	1				3	ī	2	7	ו	
13. Legal responsibility	38	21	17	29	14	15				. 9	7	2			
14. Maturity	73	<b>3</b> 6	37	73	36	37								<del>* * * * * * *</del> * * * * * * * * * * * *	
15. Misrepresentation	234	138	96	160	99	61				70	35	35	и	14	
16. Moved or unable to locate	70	39	31	36	23	13				20	. 8	12	14	8	<u></u>
17. Not proper relationship	22	<u> </u>	21	22	1	21									
18. Non-residence	14	9	5	1		1	1	1		10	. 7	3	2	1	7
19. Relatives assumed care	120	89	31	. 85	56	29	7	7		16	14	2	12	12	
20. Standards of health and care	<u> </u>		1		٠.					1		1			
21. WPA placement	330	213	117	35	28	7				294	184	110	1	1	
22. By request	27	16	11	15	9	6	2	1	1	8	14	4	2	2	
23. Income sufficient	201	133	68	160	104	56	8	5	3	21	14	7	12	10	2
24. Federal projects other than WPA	7	14	3	3	1	2				2	1				
25. Refused to sign application blank	2	1	.1	1		1	1	1			<del></del>				
26. Opened in error	5	4	1	1		1		<del>** *** * * *</del>		2	2		2	2	
27. Employment refused	28	5	23	3		3			İ	25	- <u>-</u> -	20			

1937
REASONS FOR CLOSINGS-(Cont'd)

		TOTAI			ADC			ATB			GPA			OAA	
Reason	Total	White	Negro	Total	White	Negro	Total	White	Neg.	Total	White	Neg.	Tot.	White	Neg.
28. Refusal of DPW plan	82	26	56		12	34	1	1		32	10	22	- 3	3	
29. " to assign ins. or prop.	33	29	14										<b>3</b> 3	29	4
30. Age (not 65)	23	4	19										23	14	19
31. Case Combination	5	2	3	2	1	1				3	1	2			
32. Resources available	18	6	12	1	1					15	3	12	. 5	2	
33. Citizenship	3	3											3	- 3	
34. Transferred to another type					_								2.	. —	
of assistance	423	222	201	11	6	5	60	42	18	352	<u> 174</u>	178			
35. Referred to another agency	6	4	2	1	1					5	3	2			
36. Imprisonment	3	1	2					·		3	1	2			
37. Practical vision	6	5	1				6	5	1						
38. Change of payee	- 16	10	6	16	10	6									
TOTAL	3219	1927	1292	1163	661	502	114	79	35	1208	685	523	734	502	232

U. S. Department of Labor CHILDREN'S BUREAU Washington

#### AID TO THE AGED OR BLIND



Agency Street		<b>-</b>	· 					
Person reporting								r
A-APPLICATIONS F	OR ALI	OWA	NCE.	· · · · -			Indi	viduals
1. Carried over from p	recedin	g mont	th (Item 5 las	t month)				
2. Received during mo								
3. Total during month								
a. Worked on du								
b. Not worked on	during	month	<b></b>				<b></b> -	
4. Disposed of during								
a. Allowance gran	nted				· <b></b>			<b>-</b>
b. Ineligible for a	llowanc	e			<b>-</b>	· 		<del></del>
c. Closed for other	er reaso	ns	<b></b>		·			
5. Carried forward to	following	g mont	h (3 minus 4	)			ļ	
B—ALLOWANCE CAS		•					l .	x x
6. On allowance at beg	rinning (	of mon	th Green 10	inst month)				
7. Placed on allowance								
a. Never previous								
b. Last on allowa								
c. Last on allowa								
8. Total on allowance								
a. Receiving payr								
b. Receiving no p								
9. Closed during mont								
10. On allowance at end								
C—PAYMENTS DURI					From	Public nds	From	Private inds
11. Payments to allowa	nce case	s repo	rted in it	em 8a_	\$		\$	
		Paid	•	I	n Trainir	ıg	Volu	ınteer
D—STAFF DURING MONTH.	Number Full	Part	Time	Number	Par	Time	Num-	Hours of
	Time	Num- ber	Hours of Service	Full Time	Num- ber	Hours of Service	ber	Service
12. Case workers			 		  - <b></b>			
13. Administrative,								. 1
clerical, and all			1				ļ	
other			<u> </u>	 	L			

#### FAMILY WELFARE AND RELIEF



Agency				
Street		=		
Person reporting	M	onth		Year
A—DIRECT-SERVICE CASES.		Total	Under-C Cases	
1. Carried over from preceding mo	onth (Item 5 last month)_	,		
2. Intake during month: Total				
a. Never previously served				
b. Last closed prior to this ca	4		1	
c. Last closed within this cal	T I			1
3. Total during month (1 plus 2)				
a. Receiving relief: Total				
(1) Direct relief only		i		
(2) Direct and work rel	ef			
(3) Work relief only				
b. Receiving service only				
c. Inactive during month				
4. Closed during month				1
5. Carried forward to following m	outh (3 minus 4)			
B—AMOUNT OF RELIEF PROVIDED DURING MONTH TO CASES REPORTED IN ITEM 3a.	Total	Under- Case		Incidental- Service Cases
6. Total from public funds	\$	\$		8
a. Direct relief				1
b. Work relief		_		
7. Total from private funds				
a. Direct relief				
b. Work relief				
C—SERVICE TO OTHER-AGEN	CY CASES DUR	ING MONT	rH.	Number
8. Reports on closed cases				
9. Investigations made for out-of				
10. Out-of-town inquiries forwards				
D-DIRECT-SERVICE APPLICA				x x x x
11. Not accepted for investigation	or service (Not made o	ases)		
12. Pending at end of month				

#### Back of Form R-1

		Paid		I	n Trainir	ng	Volunteer		
E-STAFF DURING	Number	Part	Time	Number	Par	Time	Num-	Hours of	
MONTH.	Full Time	Num- ber	Hours of Service	Full Time	Num- ber	Hours of Service	ber	Service	
13. Case workers and case supervisors.					<del>-</del>				
14. Administrative, clerical, and all									
other									

#### Please read carefully the instructions for filling out this form

U.S. GOVERNMENT PRINTING OFFICE

14-3272



#### U. S. Department of Labor CHILDREN'S BUREAU Washington

# PROTECTIVE AND FOSTER CARE OF CHILDREN

Form C-1 Social Statistics 1936-38

AgencyCity		
· · · · · · · · · · · · · · · · · · ·	nth	Year
A-CHILDREN UNDER PROTECTIVE OR FOST CARE.	ER Total	Registration Area
1. Carried over from preceding month (Item 5 last month)		
2. Taken under care during month: Total		
a. Never previously under care.	· <b>-</b>	
b. Last discharged prior to this calendar year		
c. Last discharged within this calendar year	·	
3. Total under care during month (1 plus 2)		
a. Receiving direct service during month		
b. Receiving no direct service during month		
4. Discharged from care during month		
5. Carried forward to following month (3 minus 4)		ļ <del></del>
6. Families represented by the children reported in iter	n 5	
B—TYPE OF CARE ON LAST DAY OF MONTH.	x x x x	x x x x
7. Total children (Sama as item 5; sum of 8 to 13, inclusive)		
8. In home of child's parents: Total		
a. With maintenance from agency	1	
b. Without maintenance from agency		
9. In home of relatives other than parents: Total	1	<u></u>
a. With maintenance from agency	,	
b. Without maintenance from agency	1	1
10. In foster home: Total	1 .	<u>                                     </u>
a. Free foster home		
b. Boarding home		
c. Work or wage home		
11. In agency's own institution (Same as item 5 on Form C-2)		1
12. Cared for through another agency	j.	1 .
13. Elsewhere (Specify)		
C-APPLICATIONS.	Families	Children
14. Pending at end of month.		2
D—CHILDREN SERVED DURING MONTH BUT N IN SECTIONS A, B, AND C.	<del></del> '	Number
15. Receiving advice, information, or referral		
E-SERVICE TO OTHER-AGENCY CASES DURING		x x , x x
16. Reports on closed cases		
17. Investigations made for other agencies		
		<u> </u>

;

32. All other ...

DUCK OF FOILI O.									
F—UNMARRIED MO A AND B.	THERS	INCLU	JDED IN	SECTI	ONS	Total		Re	gistration Area
18. Carried over from	precedin	g mon	th (Item 22	last month)					
19. Taken under care									
20. Total under care di									
21. Discharged from ca									
22. Carried forward to									
G—CHILDREN IN F SECTIONS A A	OSTER					x x x	<b>x</b>	x	x x x
23. Carried over from	precedin	g mon	th (Items 10:	and 27 last mo	nth)				
24. Taken under foster									
a. Never previou									
foster home	)	- <b>-</b>	·	-			. <b></b>	<b>.</b> .	
b. Last under fo					,		İ		
dar year			 			·			
c. Last under for	ster-hom	e care	within t	his caler	ndar				
year	· <b></b>				<b></b>  .	<b></b>	].		
25. Total under foster-	home ca	re duri	ng mont	h (23 plus 24)	) .		.		
26. Discharged from fo	ster-hon	ae care	during	month	.				
27. Carried forward to	following	mont	h (25 minus 26	; same as iter	n 10)		-		<del></del>
28. Families represent					tem				
29. Days' care provide	d during	mont	h in fost	er home	s to				
children repor	ted in it	em 25	: Total_				.		
a. Free foster ho	me					·			
b. Boarding home	B				-	·	-		
c. Work or wage	home					<del>-</del>		·	
•		Paid		I	n Traini	ng		Volu	inteer
H—STAFF DURING MONTH.	Number	Par	t Time	Number	Par	t Time	Nu	m.	Hours of
	Full Time	Num- ber	Hours of Service	Full Time	Num- ber	Hours of Service	be		Service
30. Case workers and case supervisors.									
31. Institutional staff									
reported on	.								
Form C-2									
	1	1	1		ı				

BADD COUNCIL OF ADL

U. S. Department of Labor Soci HL
CHILDREN'S BUREAU SOCI HL
Washington AGENCY MOTHERS' AID

Form R-2 Social Statistics 1936-38

Agency								
Street		•			•			
Person reporting				Mo	nth		Year _	
A—APPLICATIONS FO	OR ALL	OWAN	ICE.	İ	Fam	ilies	Chile	lren
1. Carried over from p	receding	montl	1 (Item 5 last	month)		<b></b>		
2. Received during mo	nth	·		-				
3. Total during month	(1 plus 2)				<del></del>			
a. Worked on dur	ing mont	h						
b. Not worked on	during r	nonth_		-				
· 4. Disposed of during								
a. Allowance gran	ted							
b. Ineligible for a	llowance	)		.				
c. Closed for other	r reason	.S		-				
5. Carried forward to i	ollowing	montl	1 (3 minos 4).	-				
B—ALLOWANCE CAS	ES.	-			х х	<b>x</b> x.	хх	хх
6. On allowance at beg	inning of	montl	h (Item 10 las	t month)				
7. Placed on allowance								
a. Never previous								- <b>-</b>
b. Last on allowar	-							
c. Last on allowar								
8. Total on allowance				· I				
a. Receiving pays	_							
b. Receiving no p				1				
9. Closed during mont								
10. On allowance at en				- 1				
C—PAYMENTS DURI	· · · · ·		<del></del>	<u>'</u>			Am	ount
11. Payments to allowa	nce case	s repo	rted in i	tem 8a			\$	
		Paid		I	n Trainir	ıg	Volu	nteer
D-STAFF DURING	Number	Part	: Time	Number	Par	t Time		
MONTH.	Full Time	Num- ber	Hours of Service	Full Time	Num- ber	Hours of Service	Num- ber	Hours of Service
12. Case workers								
13. Administrative,							- e-	
clerical, and							Ì	
all other	<u> </u>							

1937
PERCENTAGE ANALYSIS OF REASONS FOR CLOSINGS

REASON	TOTAL	ADC	ATB	GPA	OAA
1. Bomus received	*	*			
2a. Placed by court	*	*		····	··-··
b. " in institution	3	1	2	3	7
c. " with relatives	*	1	<u>~</u> _	<u></u> _	<u>'</u>
d. " out of home	0.5	1		*	
e. " by private agency	*	*			
3. Death	20	2	19	3	76
4. Duplication	*	*		*	
5. Employment history	1	2		*	
6. Employment secured in private industrie		15	3	17	5
7. Financial adjustment	· · · · · · · · · · · · · · · · · · ·	6	<u></u>	3	<del></del>
8. Illegitimacy	4				
9. Ineligible under desertion requirements	4	10			
10. " under mental incapacity	*	1			
11. " physical "	*	*		*	
12. Insurance adjustment	*	1 - T		*	*
13. Legal responsibility	<del>-    </del>	3		1	
14. Maturity	2	6			
15. Misrepresentation	7	14		<del>-</del> 6	
16. Moved or unable to locate	2			2	5
17. Not proper relationship	1	<u>3</u>			e
18. Non-residence	0.5	*			*
19. Relatives assumed care	4	8	6	<del>-</del> -	2
20. Standards of health and care	*		-	*	<i>_</i>
21. WPA placement	10	3		24	*
22. By request	10	1	2	1	*
23. Income sufficient	6!	14	7	<del></del>	2
24. Federal project other than WPA	*	*		*	-
25. Refused to sign application blank	*	*			
20. Upened in error	*	*	·	*	*
27. Employment refused		*		<u>s</u>	-
28. Refusal of DPW plan	3	4		<u> </u>	*
29. Refused to assign insurance or property	1	<u> </u>	<u>-</u>	<u></u>	4
Age (110 t 65)	1				3
31. Case combination	*	*		*	<u> </u>
32. Resources available	1	*			*
33. Citizenship	4	- <del></del>		<u> </u>	*
34. Transferred to another type of assistan	ce 13		<u> </u>		
Neterred to another agency	*	*	52	29	
30. Imprisonment	*	<del></del>		<u> </u>	
37. Practical vision	*	<del></del> -	5		
38. Change of payee		1	<u> </u>		
		1		<del></del>	
TOTAL	100	100	100	100	100

^{*}Less than 1%.

1937
REASONS FOR CLOSINGS BY MONTHS

	Total End	Monthly				<u> </u>				<del></del>			145	
REASONS	Of Year	Total	1	Feb.	Mar.	Anr.	May	June	Tan Law	Λ11 CT	Sept.	0-+	<b>3</b> T	<b>n</b>
1 Bonus received	7	7	0		1	21020	<i>ມ.ບ.ງ</i>	1	U CLL.y	Augo	sept.	Uet.	NOA.	Dec.
2a Placed by court	4	5		<del></del>	<del></del>		<del></del>	<del></del> -	· · · · · · · · · · · · · · · · · · ·	<del></del>		<del></del>	<del></del>	
b " in institution	107	157	27	19	22	27	<u>1</u>	<u>-</u>	a	<del>_</del>	5	q	14	<u>2</u> 16
c " with relatives	6	6	2	3					1				14	10
d " out of home	14	16	1	<del></del>	2	2	2	7	<del></del>	า		2		1
e " by private agency	4	14			··········	<del></del>	<del>-</del>			<del></del> -		<u> </u>		<u> </u>
3 Death	620	621	48	46	54	41	48	46	53	29	37	67	80	72
4 Duplication	3	3				<del>/</del>			1	2		<u> </u>	- 80	15
5 Employment history (of parents):	26	<b>31</b>	7	7	7	3		3	<del></del>	<del>_</del>	<u> </u>		2	<del></del>
6 Employment secured in private ind.	399	475	19	13	21	21	16.	43	51	67	56	71	<u>-</u> -	42
7 Financial adjustment	112	<b>1</b> 27	7	15	14	10.	13	9.	8	11	9	12	10	Q Q
8 Illegitimacy	110	179	5 <b>1</b>	92	36		······································	<del></del>	<del> </del>					
9 Ineligible under desertion req.	7	8		1	1	3	1		1	<del></del>	<del></del>	<del></del>		1
10 Ineligible under mental incapacity	1	1				<del></del>			1	<del></del>	<del></del>	<del></del>		
ll Ineligible under physical incapacity	7	10		3		1	1	2		· · · · · · · · · · · · · · · · · · ·	7		2	<del></del>
12 Insurance adjustment	10	13		1		*	1	1	1	1		2	2	<u>li</u>
13 Legal responsibility	38	44	7	6	g	2	2	2		14	2	<u> </u>	2	<u> </u>
14 Maturity	73	75	13	6	g	5	12	5	5	ш	<u> </u>	<del></del>	5	<del> </del>
15 Misrepresentation	234	282	5	6	7	5	8	6	15	29	33	<del></del> -	49	62
16 Moved or unable to locate	70	77	3	4	5	6	3	14	8	11	7	5		11
17 Not proper relationship	22	25	8	. 7	4	4	2		****		<del>l</del>			<u> </u>
18 Non-residence	14	<b>1</b> 5				1			3	2	14		2	2
19 Relatives assumed care	120	128	4	4	3	5	10	10	10	16	24	14	15	
20 Standards of health and care	1	2	1					1		<del></del>	<del></del>			<del></del>
21 WPA placement	330	349	1	3	5	3	6	g	5	20	40	66	70 1	22
22 By request	27	28	2	3	4	3	3	2	1	3	1		-19-	
23 Income sufficient	201	237	16	24	23	46	14	12	15	22	17	22		14
24 Federal projects other than WPA	5	5		<del></del>		<del></del>						<u> </u>	<del>- 1</del> 2	<del>-7.</del>
25 Refused to sign application blank	2	7			·	<del></del>	5	1	1		· · · · · · · · · · · · · · · · · · ·			<del>-</del>
26 Opened in error	5	6		2				٦	<del></del>				7	
27 Employment refused	28	34	<del> </del>				<del></del>	2	1	1	11	7	<u>&gt;</u>	lı

1937
REASONS FOR CLOSING BY MONTHS( Cont¹d)

	REASONS	Total End Of Year	Monthly Total	,	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept	Oct.	Nov.	Dec.
28	Refusal of DPW plan	82	92	5	g	17	2	1	5	9	15	6	7	7	10
29	Refused to assign ins. or prop.	<b>3</b> 3	37	15	1	2		6	1	6	1	<del></del>	4	<del>'</del> -	1
30	Age (not 65) •	23	26	2		<del></del>	2	1	17	4			<del></del>		
31	Case combination	5	6	1			1		<u>-</u> -		$-\frac{1}{1}$	1	1		1
32	Resources available	18	23					· · - · ·		2	3	1	<del>-</del> 3	7	<del></del> 7
33	Citizenship	3	3						<del></del>						
34	Transferred to another type of assistance	423	433	7		5	2		8	114	<u> </u>	<del></del> 36	85	60	60
35	Referred to another agency	6	7						1		2	2	<u></u>	- 00	
36	Imprisonment	3	4			<del></del>	<del></del>			1				<del></del>	<del></del>
37	Practical vision	6	6			2	2		<del></del> -	1					
38	Change of payee	16	16		<del></del>			···	·			1		7	
	TOTAL	3219	3626	252	276	251	197	162	198	330	307	301	ے 451	431	470

1937

## ANALYSIS OF ILLEGITIMACY IN ADC CASES ACTIVE AT END OF

### NOVEMBER .

7743/7737	<del> </del>				
FAMILY		COLOR		MAJOR PROB	
STATUS	Total	White	Negro	Illegitimacy	Other
Married Couple	28	6	22		28
Unmarried Couple	28	7	21	1	27
Unmarried Mother	333	34	299	281	52
Widow	93	16	77	8	85
Widower	2		2		2
Deserted Woman	156	19	137	23	133
Deserting Woman	7	3	4	1	6
Divorced Woman	20	12	8	6	14
Separated Woman	5	2	3	1	4
Married Couple Apart -Woman	10		10	3	7
Single Man	1		1	<del></del>	1
SUBTOTAL	683	99	584	324	359
Grandfather	9	5	7.	2	7
Grandmother	34	5	29	13	21
Step-mother	1	··· ··· · · · · · · · · · · · · · · ·	1		1
Aunt	15	1	14	2	13
TOTAL	742	107	635	341 .	401

1937
CLASSIFICATION OF GPA CASES BY COLOR AND SEX

		TOTAL			OYABLI		LIG	IT WOR	ζ	UNEM	PLOYAL	BLE	UNC	ASSIF	ŒD
Sex	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro			Negro
Male	2630	1522	1108	1041	649	392	213	131	82	1306	704	602	70	38	72
Female	1788	779	1009	139	82	57	114	<b>3</b> 5	79	1457	628	829	78	34	7171 )5
TOTAL	4418	2301	2117	1180	731	449	327	166	161	2763	1332	1431	148	72	76

#### PERCENTAGE ANALYSIS OF SEX OF GP. CASES BY

#### CLASSIFICATION AND COLOR

		TOTAL			LOYABLE		LIG	HT WOR	K ·	UNEA	<b>AP</b> LOYAI	BLE	UNG	CLASSI	FIED
Sex	Total	White	Negro	Total	White	Negro	Total	White	Negro	Total	White	Negro			Negro
Male	60	66	52	88	89	87	65	79	51	47	53	42	47	53	קוס
Female	40	34	48	12	11	13	35	21	49	53	47	58	53	47	
TOTAL	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

#### PERCENTAGE ANALYSIS OF CLASSIFICATION OF GPA CASES BY COLOR AND SEX

			TOT	AL	·				WH.	ITE				NEGRO		
Sex	Tot.	Empl.	L. W.	Unempl.	Unclass.	Tot.	Empl.	L.	W.	Unempl.	Unclass.	Tot.	Empl.		Unempl.	Uncl.
Male	100	39	8	50	3	100	43		9	46	2	100.	35	7	55	7
Female	100	8	6	82	4	100	11	1	4	81	4	100	6	8	82	14
TOTAL	100	27	7	63	3	100	32		7	58	3	100	21	8	67	<u>1</u>

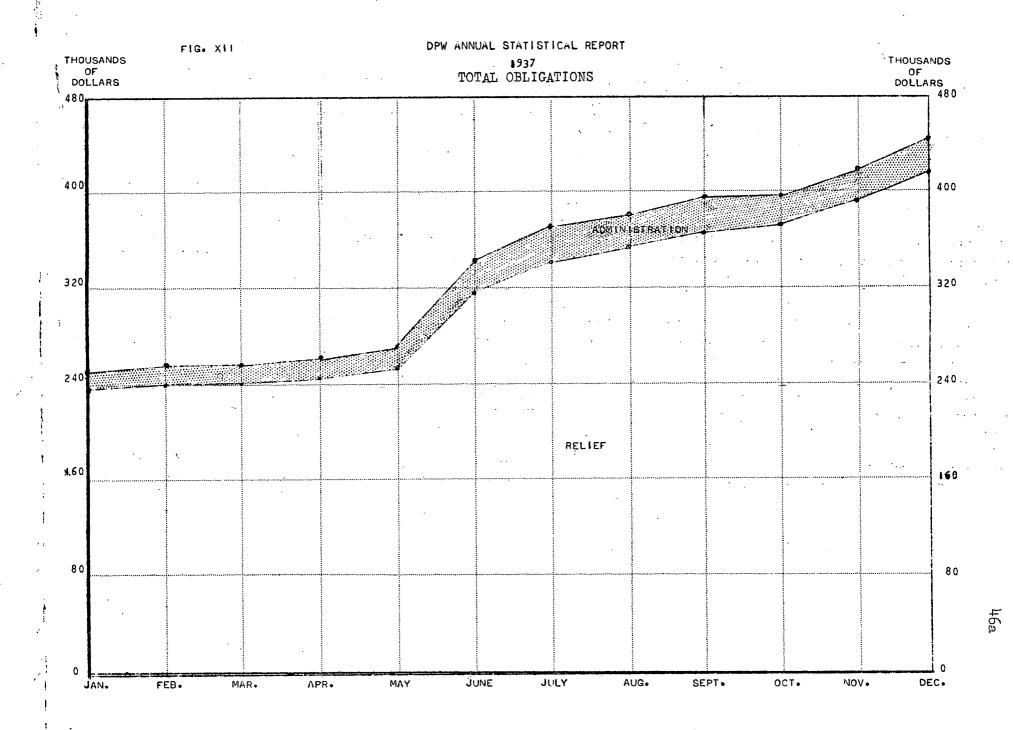
1937
AGE OF GPA PERSONS BY CLASSIFICATION AND COLOR

						NUMB	ER OF	PERSONS	3						
	<del></del>	TOTAL			LOYABLI		LIG	IT WOR	K	UNE	(PLOYA)	BLE	UN	CLASSI	OH TH
AGE	Total	White	Negro	Total	White	Negro	Total	White	Negro			Negro			Negro
65 and over	687	419	268	33	23	10	12	g	4	640	388	252	2		2
45 under 65	2617	1447	1170	416	297	119	253	153	100	1947	997	950	1		<u> </u>
25 under 45	2658	1415	1243	1463	875	588	214	105	109	978	432	546	3.	7	
16 under 25	1107	647	460	596	370	226	64	38	26	444	237	207	7	2	<del>`                                    </del>
Under 16	5016	2789	2227	3336	1913	1423	372	194	178	1291	666	625	17	16	<del></del>
Unknown	733	334	399	13	1	12				12	1	11	708	332	376
TOTAL	12,818	7051	5767	585 <b>7</b>	3479	2378	915	498	417	5312	2721	2591	734	353	381

#### PERCENTAGE ANALYSIS OF AGE OF GPA PERSONS BY CLASSIFICATION AND COLOR

		TOTAL		EMP	LOYABLI	C	LIG	IT WOR	K	UNE	MPLOYA	BLE	UNC	LASSIF:	TED
Age	Total	White	Negro	Total	White	Negro	Total	White	Negro			Negro	Total	White	Negro
65 and over	5	6	5	1	1	*	1	2	1	12	14	10	*		1
45 under 65	20	21	20	7	8	5	28	31	24	37	37	37	*		*
25 under 45	21	20	21	25	25	25	23	21	26	19	16	21	0.5	1	<u>-</u>
16 " 25	9	9	8	10	11	10	7	7	6	8	9	<u> </u>	0.5	*	*
Under 16	39	39	39	57	55	60	41	39	43	24	24	24	2	5	*
Unknown	6	5	7	*	*	*				*	*	*	97	94	99
TOTAL	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

^{*}Less than 1%.



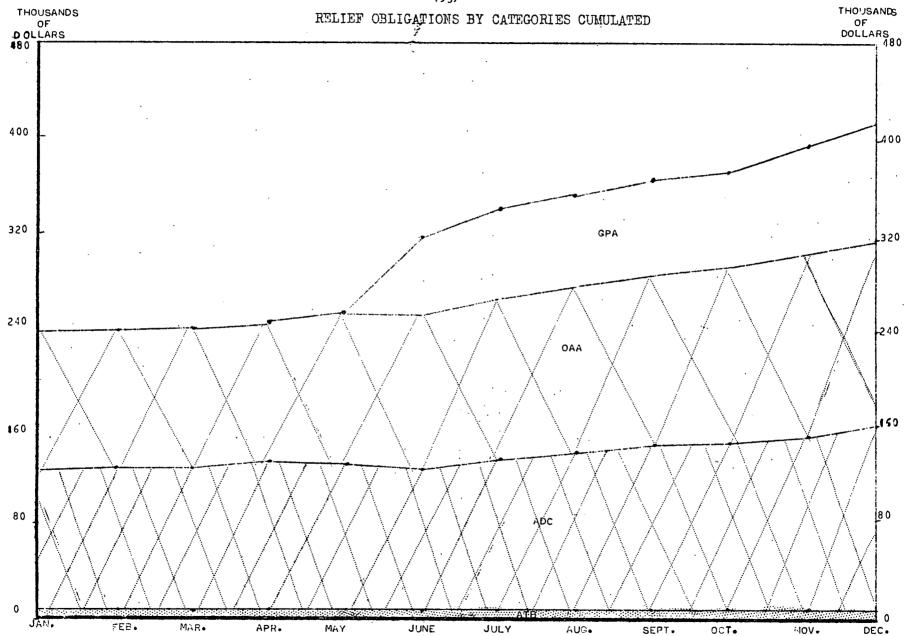
1937
TOTAL OBLIGATIONS

					MONTH	LY VARIATION		
_					AMOUNT		PERCENTA	GE
1937	Total	Relief	Adminis.	Total	Relief	Adminis.		
January	\$ 254,745.30	\$ 239,396.10	\$ 15,349.20					
February	258,381.63	241.470.95	16,910.68	\$ 3,636.33	\$ 2,074.85	\$ 1,561.48	1.4 .9	10.2
March	257,883.09	241,384,47	16,498,62	- 498.54	_ 86.48	- 412.06	2 - •	-2.4
April	263,577.04	246,846,01	16,731.03	5,693,95	5.461.54	232.41	2.2 2.3	1.4
May	271,918.90	255,046,14	16,872,76	8.341.86	8,200.13	141.73	3.2 3.3	•8
June	340,562,82	316,415.48	24.147.34	68,643.92	61,369.34	7,274,58	25.2 24.1	43.1
July	370,817.32	342,395,56	28,421.76	30,254,50	25,980.08	4,274,42	8.9 8.2	17.7
August	381.725.04	352,674.82	29,050,22	10,907.72	10,279.26	<u>= 628,46</u>	2.9 3.0	2.2
September	395 <b>.</b> 530 <b>.75</b>	366,690.15	28,840.60	13,805.71	14,015.33	<b>- 2</b> 09 <b>.</b> 62	3.6 4.0	7
October	395,791,39	370,866.27	24,925.12	260.64	4,176,12	-3.915.48	.1 1.1	-13.6
November	418,116.86	392,665,84	25,451.02	22,325,47	21,799,57	525 <b>.</b> 90	5.6 5.9	2.1
December	446,495.65	417,995,22	28,500,43	28,378,79	25,329,38	3,049.41	6.8 6.5	12.0
TOTAL	4.055.545.79 ^a	3,783,847.01	271.698.78	191,750,35	178,599,12	13,151.23	75.3 74.6	85•7
Jan May	1,306,505.96	1,224.143.67	82,362.29	17,173.60	15,650.04	1,523.56	6.7 6.5	9.9
June - Dec.	2,749,039.83	2,559,703,34	189,336.49	105,932.83	101,579.74	4,353.09	31 <b>.1 32.1</b>	18.0

^{*}Less than 0.1%.

^aIn addition \$36,521.08 was paid for OAA funeral expenses.

1937



4/2

1937
RELIEF OBLIGATIONS

1937	Total	ADC ^a	ATE	GPA	OAA
January	\$ 239,396.10	\$ 114,438.621			\$ 117,508.49
February	241,470.95	115,542.45	7832.99		118,095.51
March	241,384.47	115,130.79	8076.03		118,177.65
April	246,846.01	119,826.34	8303.72		118,715.95
May	255.046.14	119,133.42	8286.70		127,626.02
June	316,415.48	114,103.11	8252.38	\$ 64,526.91	
July	342,395.56	122,859.29	8285.18	78,258.60	
August	352,674.82	127,955.25	8516.17	78,072.08	
September	366,690.15	134,604.41	8543.86	81,472.76	142,069.12
October	370,866.27	135,607.31	8518.85	80,460.57	146,279.54
November	392,665,84	142,804.85	8185.95	89,068.01	152,607.03
December	417.995.22	152,393,06	8024.31	99,210.84	
TOTAL	3,783,847.01	1,514,398.90	98,275.13		1,600,103.21
Average Per Month	315,320,58	126,199.90	8,189.59	81,581.40	133,341.93
Incroaso JanDec.	178,599,12	37,954.44	575•32	34,683.93	40,858.52
Percentage Increase	74.6	33.2	7.7	53.8	34.8
Percentage Of Total	100	140.0	2.6	15.1	42.3

#### AVERAGE RELIEF PER CASE

-	TOTA	T	AD(			TB	(	PA	(	DAA !
1937	Cases	Average Grant	Cases	Average Grant		Average Grant	Cases	Average Grant		Average Grant
Jan.	8967	\$26.70	2942	\$38.90	373	\$19.97			5652	
Feb.	8886	27.17	2891	<b>3</b> 9.97	375	20.89			5620	21.01
March	8809	27.40	2806	41.03	382	21.14		· · · · · · · · · · · · · · · · · · ·	5621	21.02
April	9126	27.05	3080	<b>38.</b> 90	<b>3</b> 82	21.74			5664	20.96
May	9542	26.73	3088	<b>3</b> 8.58	376	55.07			6078	21.00
June	12,515	25.28	3229	35.34	374	22.07	27142	\$23.53	6170	20.99
July	13,013	26.31	3346	36.72	376	22.04	2934	26.67	6357	20.92
Aug.	13,311	26.49	3411	37.51	381	22.35	2932	26.63	6587	20.97
Sept.	13,464	27.23	3441	39.12	381	22.42	2864	28. ⁴ 5	6778	20.96
Oct.	13,854	26.77	3483	38.93	385	22.13	2931	27.45	7055	20.73
Mov.	14,305	27.45	3515	40.63	369	22,18	3001	29.68	7420	20.57
Dec.	14,901	28.05	3612	42.19	<b>36</b> 0	22.29	3302	30.05	7627	20.76
TOTAL		322.93		467.84		261.37		193.06		250.56
Average Per Mon	11,113°	26.92°	3237	38 <b>.</b> 99	376	21.78	2958	27 <b>.</b> 58	<b>63</b> 86	20.88
Increase JanDec	·5,934		670		-13		<b>5</b> 60		1975	
Percent Increase			22.8		-3.5		20.4	************	34 <b>. 9</b>	
Percent Total	100		26.4		2.6		24.6		46.4	

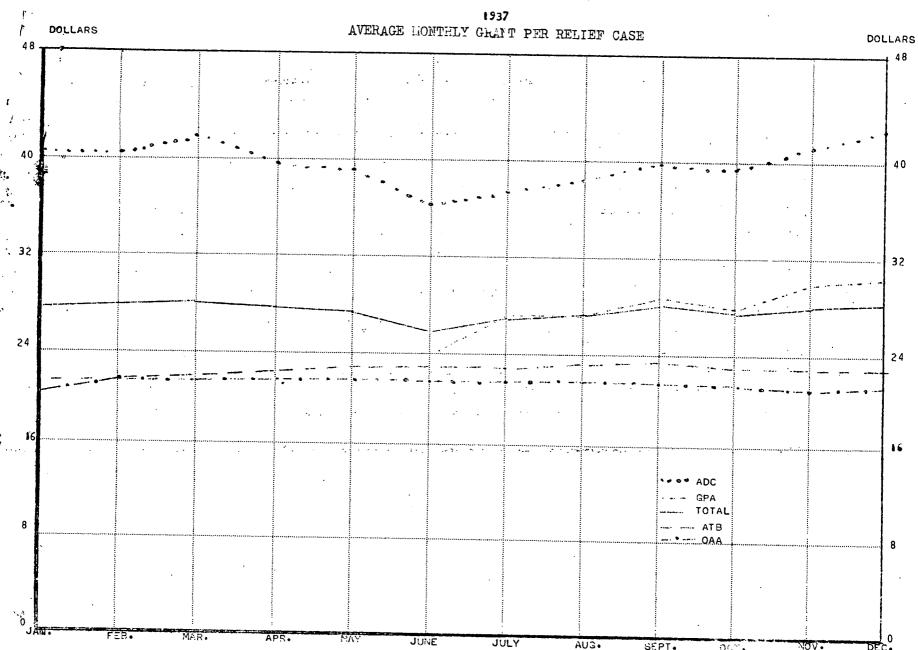
aIncludes supplementation from GPA city funds.

bIn addition \$36,521.08 was paid for funeral expenses.

^CCombined average for January - May, and June- December.

ADC RELIEF OBLIGATIONS AND AVERAGE RELIEF PER CASE

		-	<del></del>		ين و سيده		TIM OAGE		
	TOT	AL			FUNDS		GPA S	UPPLEME	NTATION
1937	Relief Oblig.	Cases	Average Grant	Relief Oblig.	Cases	Average Grant	Relief Oblig.	Cases	Average Grant
Jan.	\$ 114,438.62	2942	\$38.90	\$ 99.391.79	2942	\$33.78	\$ 15.046.83	910	\$ 16.53
Feb.	115,542.45	2891	39.97	97,106.39	2891	33.59	18,436.06	1159	15.91
March	115,130,79	2806	41.03	94,381.59	2806	33.64	20.749.20	1299	15.97
April	119,826,34	3080	38.90	100,235.01	3080	32.54	19.591.33	1578	12.42
May	119,133,42	3088	38.58	2.516.71	3088	33.20	16,616.71	1311	12.67
June	114,103,11	3229	35.34	107,180,11	3229	33.19	6,923.00	518	13.36
July	122,859.29	3346;	36.72	110,807.80	3346	33.12	12,051.49	717	16.81
August	127.955.25	3411	37.51	114,314,16	3411	33.51	13.641.09	920	14,83
Sept.	134,604.41	3441	39.12	118,192.17	3441	34.35	16,412.24	1222	13.43
Oct.	135,607.31	3483	38.93	118,134,13	3483	33.92	17,473,18	1271	13.75
Nov.	142,804.85	3515	40.63	121,090,18	3515	34.45	21.714.67	1455	14.92
Dec.	152,393.06	3612	42.19	126,145.18	<b>3</b> 612	34.92	26,247.88	1780	14.75
TOTAL	1,514,398.90			1,309,495,22		404.54	204,903.68		173.94
Average Per Month		3237	38.99		3237	33.71		1 <b>17</b> 8	1)4.50



SEPT.

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1937
ADMINISTRATIVE COSTS

	TOT	AL				
1937	Cost	Percent	ADC	ATB	GPA	OAA
January	\$ 15,349.20	6.0	\$ 8,268.58	525.83		\$ 6554.79
February	16,910.68	6.5	9,040.65	<b>5</b> 35 <b>,</b> 90		7334.13
March	16,498.62	6.4	9,205.40	426.66		6866.56
April	16,731.03	6.3	8.436.37	464.51		7830.15
May	16,872.76	6,2	8,966.59	567.84		7338,33
June	24,147.34	7.1	8,763.52	511.41	8,124,41	6748.00
July	28,421.76	7.7	8,762.60	318.76	12,593.68	6746.72
August	29,050,22	7.6	9,313.90	469.36	11,961,94	7305.02
September	28,84 <b>0.</b> 60	7•3	10,302.74	408.28	10,906.32	7223.26
October	24.925.12	6.3	8,170.38	374.82	9,531.61	6848.31
November	25,451.02	6.1	10,078.40	214.01	7,547.12	7611.49
December	28,500.43	6.4	11,101.24	224.61	9.071.12	8103.46
TOTAL	\$271,698.78	6.7	\$110,410.37	\$5041.99	\$69,736.20	\$86,510.22
ercentage	100		40.6	1.9	25.7	31.8

(Date)

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C!

#### **VOLUMES AND UNBOUND RECORDS FORM**

Baltimore City State Maryland	
Name of agency or office Department of Public Welfare.  (Office of custody) (Office which made the record, if different)	
Address of office of custody 331 St Paul Place, (Statisticians Office)	
(Name of building, room number, street address)	
(Miscallangous)	
1. Title	
or both)	
2. Dates 1933-1936  (Earliest and latest dates; missing dates. Show exact date of breaks)	
3. Quantity 2 Steel file drawers	
(Number of volumes; file boxes; bundles; other)	
4. Labeling Drowers not labeled	
(Explain fully; years; numbers; letters; number of records so labeled)	
5. Discontinued and missing ecords(If record discontinued, give reason and state whether same information shown in another	
(A record disconstituted, give reason and state whether same information shown in another	
record. Figure 1 are mix fg, if poss	
6. Contents Correspondence, reports and information respecti	nර
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,	200
daministrative services and expenses, including advice their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by	
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)	
Emergency Relief Commission; monthly reports of	
complaints; monthly lists of persons on ald age relief	j
monthly lists of aliens on relief; B.E.R.C. annual reports; B.E.R.C.	
monthly review; monthly analysis of case load by birth plan of	5
head of family and color; monthly case load reports for State	
WPA Form 12-13HR—Revised (See reverse side) 106410	

6.	Contents continued Aid and Charities; Boy Scouts of America activities;
	monthly budget allotments to Comptroller; maximum allotment
	guide for weekly reports; monthly reports of homeless men;
	weekly analysis of cash experiment of closings, expenditures
•	and overage relief; c.c.c. bulletins; monthly Central Registration line 1
7.	Arrangement Alph. by subjects [Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing None.
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
0	title and identification number)  Writing Traced on Oldin odoer and mimenare the forms
9.	Writing Typed on plan paper and mimes graphed forms (Handwritten, Handwritten printed form, Handwritten printed head, Typed, Typed printed form, Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
LO.	Size of drawers 11'2'X14'26' Average SDOD Papers perdrawer.  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11.	Location by dates and quantities 1933-1936, 2 drowers on west wall in  (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  Statisticians office,
·	SOUTS CIENTING DIFFEE
12.	Other information Records and equipment in excellent condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	continued from line b
	reports; monthly B.E.R.C. case closings and reasons; monthly
	clothing expenditures; clothing and sewing center reports;
	B.E.P.C. cooperative cases with Family Welfare Resociation; correspondence
	to and from out of town relief ogencies pertaining to set up and
	operations; monthly C.W.A. statistical reports; (continue on addenda
13.	(For use in Florida.) Early imprints(Author) Sheet(Publisher)
	(Place of publication) (Date of publication)
	U. S. GOVERNMENT PRINTING OFFICE O

continued from line 12

Addenda Sheet.

doily obligation reports; Monthly B.E.R.C. reports of dependent children under 16; B.E.R.C. district secretary's meetings and minutes pertaining to general relief matters, social workers and operations; monthly B.E.R.C. department of public welfare cases; monthly B.E.R.C., Boltimore plan for emerdency relief work in education; monthly analysis of relief load by employability; monthly reports of employment in industries; monthly analysis of family status and color; monthly home economics reports; monthly reports of usual industry of head of family; monthly intake of case load reports; monthly intake reports of reasons for opening; monthly reports of interviews with clients; monthly reports of suspended cases reopened; secretarys' daily log of coses accepted and rejected; B.E.R.C. monthly reports of total numbers of individuals in each district by color; monthly reports of legal department pertaining to status of cases, classifications, sources and dispositions; monthly intake of legal aid society, classified by party referring cases; monthly reports of medical cases; special studies respecting major problems, old age cases, secondary problems, female single, widows, male single, desertions, etc.; monthly reports of percentage rent coses of total relief cases.

#### WPA Form 14HR

#### WORKS PROGRESS ADMINISTRATION

## SURVEY OF STATE AND LOCAL HISTORICAL RECORDS, 1936

(Leave this space blank)

#### THE NEWSPAPER FORM

County	City of town
Agency or department	
Bureau	
Name of other owner, if any	
Name of building	(Street address)
·	(Place of publication)
2. (Frequency of publication)	(Dates of publication)
	1
5. Dates for which unbound but arranged	
6. Dates for which loose	
7. Merged with or succeeded by	Date
8. Successor to	Date
9. Location, by years	(Room and vault names or numbers)
0. Other information	
•••••	
***************************************	

Datal

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

#### VOLUMES AND UNBOUND RECORDS FORM

77 T	CITY State MAN	
me or agency or omce	PRTMENT OF PUBLIC WILL  (Office of custody) (Office which made	the record, if different)
dress of office of custody	31 St Paul Place	
Si Si	HTISTICAL DIVISION	er, street address)
	ET - GENERHL PUBLIC tes: assigned title, if any, in brackets. If record has he	<b>.</b> .
or both)	· · · · · · · · · · · · · · · · · · ·	
Dates. 1937		·
Daves.	(Earliest and latest dates; missing dates. Show exact	date of breaks)
Quantity Z-STEEL		
Labeling <b>DRAWERS</b>	(Number of volumes; file drawers; file boxes;	Y AND I-Z."
Discontinued and missing ma	(Explain fully; years; numbers; letters; number of	records so labeled)
Discontinued and missing red	(If record discontinued, give reason and stat	e whether same information shown in another
	·	···
record. Explain why records are missing	ng, if possible)	
their headings, etc. If a very general	GENERAL PUBLIC ASSISTA ature of record. Principal items of information shown or miscellaneous record, detailed information as to	TICKETS SHOW INVESTIGATOR pes of records contained and dates covered by
each should be given. Unless contents	CHASING BUREAU FIND DEPL of these records are described by other Forms 12-13HI	PRTMENT OF PUBLICNELFI R, such forms should be filled out and attached)
NUMBERS; NAME AN	I Andress of Chients, S.	EMI-MONTHLY GRANT FOR
	BER IN FAMILY AND TOTAL	
GRANT, RACE, DATE	OF BIRTH, II ATE EFFECT	TIVE, REMARKS PERTHININ
To THE CASE, DATE	OF APPROVALL AND CENTA	RAL PAYROLL QUREAU

U. S. GOVERNMENT PRINTING OFFICE O 16-6419

Investigator....

#### DEPARTMENT OF PUBLIC WELFARE



# GENERAL PUBLIC ASSISTANCE ENTRY TICKET

CENTRAL PAYROLL BUREAU: The person herein indicated has met the requirements of this department relative to general public

assistance allowance which is hereby certified correct for payroll purposes until further	notice.
C. P. B. NoNAME	REMARKS:
D. P. W. NoADDRESS	
SEMI-MONTHLY GRANTSTATE \$CITY \$CITY	
No. IN FAMILYTOTAL \$	
MONTHLY GRANT	APPROVED:
RACEDATE OF BIRTHDATE	19
DATE EFFECTIVE	(Director Department of Public Welfare)
NOTE: This entry ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll	Central Payroll Bureau Verification

(Worker's full name)

(Date)

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

#### **VOLUMES AND UNBOUND RECORDS FORM**

County Boltimore City State Moryland
Name of agency or office Department of Public Welfore (Office of custody) (Office which made the record, if different)
Address of office of custody 331 St. Paul Place.
Address of office of custody (Name of building, room number, street address)
1. Title (General Public Assistance - Emergency  (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities Allowonces) "Emergencies"
2. Dates. 1937
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity   Steel file drawer (Number of volumes; file drawers; file boxes; bundles; other)
4 Labeling Drawer labeled "Emerdencies"
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
record. Explain why records are missing, if possible)
6. Contents Office copies of General Public Assistance emergency (Burpose and general nature of record. Principal items of information shown. Summary of forms used in making record.  allowance: Kept as a record of clients emergency allowance their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
record of emergency allowances transcribed to statistical cach should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
cord record; emergency allowance tickets show investigators
name; Central Payroll Bureau number; Dept. of Public Welfare
humber; name and address of client; race; number in
family group; amount of semi-monthly grant; effective date
of semi-monthly grant; reason for emergency grant;
WPA Form 12-13HR—Revised (See reverse side) 100419

(Place of publication) (Date of publication)
(Author) (Publisher)
(For use in Florida.) Early imprints
[
officer in financial division.
Continued From line 6:-
Whether record is known to have been kept earlier than dates shown in item 2)
Other information Records and equipment in excellent condition  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
south wall in statistical clerks office.  (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Location by dates and quantities 1937 to date   steel File drower on (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
Size of steel file drawer 6'x 9x18" Approx. 3000 tickets  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
Printed. Photostat. Other. Give months and years covered by each kind of writing)
Writing Typed and handwritten on printed Forms.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
title and identification number)
Indexing None.  (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
Arrangement (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
hospitalization, etc; date approved and signature of (line 12
for certain member of the family, car-fore; shoes, late cheel
of the grant; remarks relative to client needing clothing
emergency allowance from state and city also total amount
Contents—continued date of entry on emergency payroll; amounts of

# DEPARTMENT OF PUBLIC WELFARE GENERAL PUBLIC ASSISTANCE



EMERGENCY ALLOWANCE

CENTRAL PAYROLL BUREAU: THE PERSON HEREIN INDICATED HAS MET THE REQUIREMENTS OF THIS DEPARTMENT RELATIVE
TO A GENERAL PUBLIC ASSISTANCE EMERGENCY ALLOWANCE, WHICH IS HEREBY CERTIFIED CORRECT FOR PAYROLL PURPOSES.

	EMER	GENCY ALLO	VANCE
C. P. B. NONAME	STATE	CITY	TOTAL
D. P. W. NOADDRESS			
RACEFAMILY GROUP			1
SEMI-MONTHLY GRANT	REMARKS		
EFFECTIVE DATE SEMI-MONTHLY GRANT.		***************************************	
REASON FOR EMERGENCY ALLOWANCE			
	APPROVED	<u>.                                    </u>	19
ENTRY ON EMERGENCY PAYROLL ENDING		Fil	NANCIAL DIVISION

NOTE: THIS EMERGENCY ALLOWANCE TICKET IS TO BE PROMPTLY EXECUTED IN DUPLICATE BY THE DEPARTMENT OF PUBLIC WELFARE.

THE ORIGINAL FORWARDED TO THE CENTRAL PAYROLL BUREAU, AND THE DUPLICATE RETAINED FOR RECORD AND FILE.

35

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

#### VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE C	State MARYLAND
<u> </u>	PARTMENT OF PUBLIC WELFARE
	(Office of custody) (Office which made the record, if different)
iress of office of custody	31 St. Paul Place (Name of building, room number, street address)
	(Name of building, room number, street address)  TRTISTICAL IIIVISION.
Title CHRNGE TICE	KET - GENERAL FUBLIC HSSISTANCE) 28; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both) Dates. 1937	·
	(Earliest and latest dates: missing dates. Show exact date of breaks)
Quantity 1-STEEL FIL	
	(Number of volumes; file drawers; file boxes; bundles; other)
Labeling <i>DRAWER N</i>	OT LABELEII
<b>70.</b> 4. 3 3 4 4	(Explain fully; years; numbers; letters; number of records so labeled)
Discontinued and missing reco	(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing	r, if possible)
Contents <b>CONTRINING GENER</b> (Purpose and general na	RAL PUBLIC RSSISTANCE CHANGE TICKETS INVOLVING CHANGE OF ture of record. Principal items of information shown. Summary of forms used in making record,
HIJIRESSES OF CLUENTS, CH their headings, etc. If a very general of	FIGE OF GRANTS AND PRYEES: WHICH REVISIONS ARE TRANSFER or miscellaneous record, detailed information as to types of records contained and dates covered by
each should be given. Unless contents	OR PRYROLL FINIUSTMENTS.— CHRNSE TICKERS SHOW' NAME Cof these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Investigator, Central Pun	CHASING BUREAUANT DEPARTMENT OF PUBLIC WELFA
NUMBERS, AMOUNT	OF SEMI-MONTHLY STATE AND CITY-OLD AND NEW
•	F MONTHLY OLD AND NEW GRANTS AND TOTALS,
NAME OF CLIENT; N	NEW ADDRESS, FORMER FATTRESS, RACE; NUMBE
IN EMMILY - FROM . T	TO, DATE EFFECTIVE TREMARKS RESPESTING CHAN

OCATION by dates and ON SOUTH WALL Other information R	ECORDS FIND (Condition of record if not have been kept earlier than	EQUIPMEN good. Relation to other dates shown in item 2	TIN EX	CELLENT mation on prior,	SONALT subsequent, or sir	ON,
ON SOUTH WAL	ECORDS FIND (Condition of record if not have been kept earlier than	EQUIPMEN good. Relation to other dates shown in item 2	TIN EX	CELLENT mation on prior,	SONALT subsequent, or sir	ON,
ON SOUTH WAL	ECORDS FIND (Condition of record if not have been kept earlier than	EQUIPMEN good. Relation to other a dates shown in item 2	T IN EX	CELLENT mation on prior,	subsequent, or sir	ON,
ther information R	ECORDS FIND (Condition of record if not have been kept earlier than	EQUIPMEN good. Relation to other dates shown in item 2	T IN EX	CELLENT mation on prior,	Subsequent, or sir	ON,
ther information R	LOF STRITI	EQUIPMEN good. Relation to other dates shown in item 2	T // Exer records. Infor	CELLENT mation on prior,	- CONILIT	ON,
ther information R	LOF STRITI	EQUIPMEN good. Relation to other	T IN EX	CELLENT	- CONILIT	ON,
ON SOUTH WAL	L OF STATI	STICAL II EQUIPMEN	EPARTM T IN EX	CELLENT	- CONILIT	ON,
ON SOUTH WAL	L OF STATI	STICAL I	EPFIRTY			
ocation by dates and	quantities $193$	(Room, vault. wa	II—N. E. S. W.	section, bin, shelf	CRAWER , cabinet. on floor	e, LOC
		7 F. TATE	/ (5==			,
				<del>-</del>	4	
ize <i>OF STEEL</i> (Of re	cord or container. Height					CKE
Printed. Photostat. Other.	Give months and years co				2000 TI	سعود در بهرٔ :
Vriting HAND	MRITTEN 19N7 n. Handwritten printed f	TYPEH OF orm./Handwritten pri	Y PRINT nted head. Type	EU FOR d. Typed printed	d form. Typed p	printed hea
title and identification number						- <b></b>
ndexing NonE	describe what it shows.	If separate, fill out	a form for it, a	nd place cross re	ference here to the	hat form
arrangement <i>ALPHI</i>		By NAMES y_by what? Numeric	OF CLIA	ENTS. Alphabetically—by	what?)	<b>-</b>
- <del>-</del>	,					
		<u>-</u>			- <del>-</del>	<b></b>
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VERIFICATION	<u></u>			·		

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Investigator	·····
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#### DEPARTMENT OF PUBLIC WELFARE

# 35

# GENERAL PUBLIC ASSISTANCE

## CHANGE TICKET

CENTRAL PAYROLL BUREAU: The general public assistance allowance for the person herein indicated has been changed in accordance with the requirements of this department and is hereby certified correct for payroll purposes until further notice.

	OLD GRANT			NEW GRANT		
SEMI-MONTHLY :			SEMI-MONTHLY			
C. P. B. No	STATE \$	CITY \$		STATE \$	CITY	\$ .
	MONTHLY	momar a		MONTHLY	TOTAL	•
D. P. W. No	\$	TOTAL \$ -		\$	TOTAL	•
FORMER ADDRESS				11		•••••
RACE	No. in Famil	y; Fromtoto		APPROVED:	••••••	19
DATE EFFECTIVE						
NOTE: This change ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll Bureau, and the duplicate retained for record and file.				Department of Public Payroll Bureau Ve		

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

-county Boiltimere City State Maryland
Name of agency or office Department of Public Welfors
(Office of dustody) (Office which made the record, if different)
Address of office of custody 331 St, Paul Place (Name of building, room number, street address)
1. Title General Public Assistance - Cut Off Tickets) (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
"Closings A-Z"
2. Dates. 1937
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 Stee file drawer (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Drawer labeled "Closings A-Z"
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
·
record. Explain why records are missing, if possible)
6. Contents Of File copies of General Public Assistance (Purpose and general nature of record. Brincipal items of information shown. Summary of forms used in making record.
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
purpose: Cut Off tickets show Central Payroll Bureau
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
number; Dept. of Public Welfare number; name and
address of client; amounts of semi-monthly front from
State and city; number of persons in family; total amount
of grant; amount of monthly grant; race; name of
investigator; inclusive date effective; remarks relating
WDA Frank 12-13-19- Parised (See paragraph side)

6.	Contents—continued ND4) SC	parated; dote app	roved and signature
	of Director of Depar	tment of Public We	Fare; date of
	Central Payroll Bur	•	
	·		
7.	Arrangement Alph. by	names of clien	ts
	<b>N</b>		
0.	(Self-contained—describe what it	shows. If separate, fill out a form for it, an	d place cross reference here to that form by
9.	title and identification number)  Writing Typed and  (Handwritten. Handwritten p	handwritten on pr	inted forms.  i. Typed printed form. Typed printed head.
10.	Printed. Photostat. Other. Give months and Size of steel file drawe	years covered by each kind of writing)  2 r 6" x 9 x 18" App  Height, width, thickness or depth. Average nu	rox 3400 Tiehets
	(Ulfrecord or container.	Height, width, thickness or depth. Averageing	mber of pages or documents)
11.	Location by dates and quantities	939 to date 1 steel (Room. vault, Wall-N. E. S. W., s a tistical clerks	file drower on ection, bin, shelf, cabinet, on floor)
12.	Other information Records (Condition of records	and equipment dif not good. Relation to other records. Inform	in excellent condition nation on prior, subsequent, or similar records.
	Whether record is known to have been kept ear	lier than dates shown in item 2)	
	<b></b>		
		·	
		<del></del>	
13.	(For use in Florida.) Early impri	nts(Author)	(Publisher)
,	(Place of publication)		(Date of publication)

# GENERAL PUBLIC ASSISTANCE CUT-OFF TICKET



CENTRAL PAYROLL BUREAU: The general public assistance allowance for the pance with the records of this department.	person herein indicated has been discontinued in accord
C. P. B. NoNAME	REMARKS   HOW SEPARATED
D. P. W. NoADDRESS	
SEMI-MONTHLY GRANTSTATE \$CITY \$	·
No. IN FAMILYTOTAL \$	
MONTHLY GRANT\$	
RACE	
INVESTIGATOR	APPROVED:19
INCLUSIVE DATE EFFECTIVE	(Director Department of Public Welfare)
NOTE: This cut off ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll Bureau, and the duplicate retained for record and file.	Central Payroll Bureau Verification

(Form Identification number)

## WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

	, :	
county Boltimore (	Lity State M.	oryland
Name of agency or office Dep	actment of Dubli	's Welfare
Name of agency of office	(Office of custody) (Office whi	ch made the record, if different)
Address of office of custody 33	31 St. Poul Place	. 1
	(Name of building, ro	om number, street address)
	. 0	1 0
1. Title Statistica	1 Kecord - Gener	
G.P.A. 1937	tes: assigned title, if any, in brackets. If reco	rd has had other titles, list them with dates or quantities
2. Dates. 1937		
11 5 4 - 01	(Earliest and latest dates; missing dates. Sh	ow exact date of breaks)
3. Quantity 4 Steel	(Number of volumes; file drawers; file	e boxes : hundles : other)
4. Labeling Drawers	labeled "G.P.A. I	937 Active"
	(Explain fully; years; numbers; letters;	number of records so labeled)
5. Discontinued and missing rec		
	(If record discontinued, give reason	and state whether same information shown in another
record. Explain why records are missing	ng, if possible)	·
6. Contents Learly St	catistical cord re	cords of Beneral Public ion shown. Summary of forms used in making record.
Purpose and general na		
their headings, etc. If a very general	or miscellaneous record, detailed information	as to types of records contained and dates covered by
and address of e	lient date and re	ason for closing; name 12-13HR, such forms should be filled out and attached)
		pt. of Public Welfare number
Central Payroll B	ureau number; nun	ber in family; number of
persons 65 and ove	r, 16 to 65 and number	er under 16 years; category;
date cose opened;	date closed; civil	status; family status;
color; length of re	esidence; religion; r	minor (yes or no);
WPA Form 12-13HR—Revised	(See reverse side)	16-0419

6.	Contents-continued Illegitimocy (yes or no); name of case worker;
	problems (major and secondary); on reverse side of card,
	amount of dront; classification of relief (in code); dates corried
	over; dates of new grant, recurrent grant and date closed;
	supplementation grant; omounts of emergency (cont. on)
7.	Arrangement 4ph, by names of clients (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	Indexing (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
9.	writing Typed and handwritten on printed cards.  (Handwritten, Handwritten printed form, Handwritten printed head, Typed, Typed printed form, Typed printed head.
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing)  Size of steel file drawers 6 x 9 x 18" Average 1300 cords per drawer.  (Offrecord or container. Height, width, thickness or depth. Average number of pages or documents)
11.	Location by dates and quantities 1937, # steel file drawers on west  (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  Wall in statisticians office.
12.	Other information Records and equipment in excellent condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)  Continued from line 6———
	grant from city and from state; ade of person
	in new case; sex.
	Note: City and state reports (monthly and yearly) are
	made from these records, also referred to for comparison of
	prior relief allotments
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)

37-B

(Date)

(Form identification number)

#### WORKS PROGRESS ADMINISTRATION

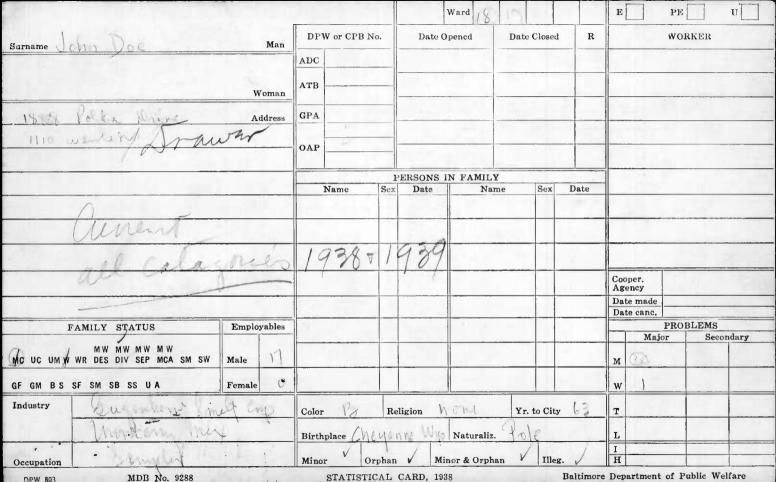
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Cor	BRLTIMORE CITY State MARYLAND
Nai	me of agency or office DEPHRTMENT OF PUBLIC WELFARE
	(Office of custody) (Office which made the record, if different)
Add	dress of office of custody 331 St. Paul Place (Name of building, room number, street address)
	STATISTICAL DIVISION  (Name of building, room number, street address)
1.	Title STRTISTICAL CARDS - GENERAL PUBLIC ASSISTANCE - (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	ACTIVE CASES)
	or both)
2.	Dates. 1938  (Earliest and latest dates; missing dates. Show exact date of breaks)
2	Quantity 6 STEEN FILE DRAWERS
υ.	(Number of volumes; file drawers; file boxes; bundles; other)
4.	Labeling <i>DRAWERS LABELED - ERSTERN - Southern - Northern - Western</i> .  (Explain fully; years; numbers; letters; number of records so labeled)
5.	Discontinued and missing records NONE
	(If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
6.	Contents CONTRINING STRTISTICAL TRECORDS OF ACTIVE CASES RECEIVING GENERAL.  (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
	FUBLIC FISISTANCE COVERING THE HISTORY OF ERCH INDIVIDUAL CASE TO SERVE. THE their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	PURPOSE OF PREPARING STATISTICAL REPORTS. — STATISTICAL CARTIS SHOW NAME each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
	HND HUDRESS OF MAN OR WOMAN, DEPARTMENT OF PUBLIC WELFARE AND CENTRAL PURCHASING
	BURERU NUMBERS, NARD NUMBER, DATE CASE OPENED; DATE CASE CLOSED; NAME GEWORKER;
	PERSONS IN FRMILY - SHOWING NAME - SEX-DATE , CO-OPERATIVE AGENCY, DATE MADE ; DATE
	CHNCELLED; FAMILY STATUS - C.C. MARRIED COUPLE - UNMARRIED COUPLE - UNMARRIED MOTHER-
	WIDOW - WIDOWER - MAN OR WOMAN - DESERTED - DIVOR CED - SEPARATED - MARRIED COUPLE APART-

6.	Contents—continued SING.	LE MAN OR SI	NG LE	KOMAN -	GRANDFATT	VER-GRANII	OTHER-BROTHER-SISTE	R-
	Stepfhwer - Stepmote	Her - Stepe	ROTA	IER - \$TR	PSISTER AL	VII UN-FITTAC	THED; EMPLOYABLES, MAI	Æ
	or female, Problems	(MRTOR O	r <i>se</i>	CONDARY	, TYPE OF	Injustry f	IND OCCUPATION; COLO	Æ,
			•				HAN, MINOR AND ORPHAN Cont.	SW
					•		RANGING FROM SLINE	12
7.	Arrangement ALPHAB	ETICALL	y E	NAME	SOF CL	/ENTS		
	Make							
•	(Self-contained—descr	ibe what it show	s. If	separate, fill	out a form for	it, and place cros	s reference here to that form by	
	title and identification number)							
Э.	Writing Handwritten. Ha	RITTEN AN	<i>1</i> 27	YPED C	ON PRINT	EII CARDS	, 	
	. (Handwritten. Ha	ndwritten printed	l form.	Handwritter	printed head.	Typed. Typed pr	inted form. Typed printed head.	
	Printed. Photostat. Other. Give	months and years	. covered	l by each kind	of writing)			
).	Size OF STEEL FILE DI	RAWERS (	2"X 2	7"×18"	AVERAG		TRIS PER ITRAWER	
	(Of record of	container. Heis	gnt, wie	itn, tnickness	or depth. Avera	ige number of page	s or documents)	
	Location by dates and qua  SOUTH WALL OF ST	ATISTIC.	Ph.	(Room. vaul	t, wall—N. E. S.	W., section, bin, s	shelf, cabinet, on floor)	
۷.							ior, subsequent, or similar records.	
	CONTINUED FROM Whether record is known to have be	1 WINE	6.5	UNDER	16 YERRS	TO OVER 6	5 yerrs; Emergencies	5
	•					IF CRSE IS	CARRIED OVER FROM	
	•				- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	1000	And the second second	
	PREVIOUS PERIOD-INTAKE	KEPORT A	5 70-	WHETHER	C- NEW-OF	D-OR KEC	RRENT, ASSISTED HND	
	CASE CLOSED	1 2-5	FEL	FILE I	RAWERS	Labeled	"ERSTERN"	
		] 2-	"	4		- //	SOUTHERN"	
		) /-	"	, H	11	<i>u</i>	"NORTHERN"	
		1-	//	11	11	И	" WESTERN "	
	(17) 171 1 \ T3	dre incomină		•			. J	
5.	(For use in Florida.) Ear	ny imprints		(	Author)	·	(Publisher)	
	(Place of publics	ation)				(Date of	publication)	

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NUMBER OF DRAWERS! (5400 Per Year)

38-A

(Form identification number)

## WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

<b>a</b>	ROTHERDE CLTV SIL MARYIRATT
£lon.	BALTIMORE CITY State MARYLAND.
Nan	ne of agency or office DEPARTMENT OF TUBLIC WELFARE  (Office of custody) (Office which made the record, if different)
A 7 1	ress of office of custody 331 St. PAUL PLACE
Aaa 	ress of office of custody (Name of building, room number, street address)  STATISTICAL LIVISION
1.	Title (STHTISTICH L. CARIS - GENERAL PUBLIC HSSISTANCE - CLOSEII CASES)
	(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	or both)
2.	Dates 1933 To 1936
	(Earliest and latest dates; missing dates. Show exact date of breaks)
3.	Quantity STEEL FILE JRAWERS  (Number of volumes; file drawers; file boxes; bundles; other)
	Labeling DRAWERS NOT LABELED
4.	(Explain fully; years; numbers; letters; number of records so labeled)
5	Discontinued and missing records NONE
•	(If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
6.	Contents CONTRINING STRISTICAL RECORDS OF CLOSED CASES HAVING RECEIVED  (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.  GENERAL PUBLIC FISCISTENCE COVERING THE HISTORY OF FACH TATIVITURE!
	GENERAL PUBLIC FISSISTANCE, COVERING THE HISTORY OF EACH INTIVITUAL their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	CASE RETAINED FOR THE PURPOSE OF PREPARING STATISTICAL REPORTS each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
	AND FOR THE PURPOSE OF COMPARISON STATISTICAL CARDS SHOW NAME AND FURESS OF CLIENTS, DATE OF LAST OPENING OF CASE AND DATE OF CLOSING,
	DISTRICT FROM WHICH APPLICATION EMANATED FAMILY STATUS, U.C. MARRIED COUPLE UN-MARRIED COUPLE, UN-MARRIED MOTHER, WIDOW, WIDOWER, DESERTED MAN OR WOMAN;
	DIYORCED MAN OR WOMAN - SEPARATED MAN OR WOMAN, MARKVER COUPLE-APART, SINGLE
	MAN OR WOMAN, ORPHAN MEMBERS OF HOUSEHOLD, EXACT HATE OF BIRTH OR HEALA.
	MAN OR WOMAN, ORPHAN, MEMBERS OF HOUSEHOLD, EXACT DATE OF BIRTH OR DEATH; BIRTHPLACE: LAST OCCUPATION - SHOWING TYPE OF INDUSTRY-WHETHER SKILLED; UN-SKILLED OR CLERK, MAJOR INTAKE CARE CASES-SHOWING NUMBER CARRIED OVER-

6.	Contents—continued SHOWING NO INACTIVE OBLIGATIONS ONLY	UMBER OF ACTIVE RELIEF C -INACTIVE, NEEDING ATTENT	THSES -HOTIVE SERVICE ONLY- TION, NUMBER OF CASES CLOSED,
	CARRIED FORWARD FOR TELL	EF -CARRIET FORWARD- NO	RELIEF AT END OFMONTH. MINOR EPORTON CLOSED CASES - INVESTI-
		•	FORWARDED - INTRKE-CLASSIFICATION
	ABOVE RESPECTING - MAJOR C	PARK CHOKS. — STATISTICK	THE CARDS ALSO SHOW OTHER STOOK,
	RELIGION; DATE CAME TOTHE UNI	TED STATES AND CITY; NATURAL	VIZATION THEE, 3 CON'T. ON LINE 12.
7.	Arrangement HIPHABETICALL	By NAMES OF CLIENTS Sogically—by what? Numerically—by what?	Alphabetically—by what?)
8.	Indexing NONE		nd place cross reference here to that form by
	title and identification number)		·
9.	Writing Handwritten Handwritten p	HNII TYPEI ON FRINTE printed form. Handwritten printed head. Type	
	Printed. Photostat. Other. Give months and		
10.	Size OF STEEL FILE DRAW (Of record or container.	ERS 6" X 9" X /8" - HVER Height, width, thickness or depth. Average nu	HGE 3500 CARIS PER DRAWER. umber of pages or documents)
11.	Location by dates and quantities A	(Room, vauit, waii—N. E. S. W.,	FILE JRAWERS LOCATED section, bin, shelf, cabinet, on floor)  OFFICE.
12.	CONTINUED FROM LINE	rd if not good. Relation to other records. Infor	EXCELLENT CONDITION. Thation on prior, subsequent, or similar records.  PAPERS OF BOTH MAN OR
•	Whether record is known to have been kept ear	BER OF WORK RELIEF AND	TIIRECT RELIEF CASES. INVESTIGATED.—REVERSE
	SIDE OF CARDS GIVES A	FULL LIST OF FROBLEMS P	RESENTED AND SERVICES
	RENTIERED, BEARING UPON CONDUCT AND OTHER MI	HEALTH MATTERS-INDUSTRIA SCELLANEOUS PROBLEMS	RESENTED AND SERVICES 9L MATTERS - BEHAVIOR OR 3 OR SERVICES.
			TIFFERENT CARTS FOR SUBSEQUENT RECORDS.
13.	(For use in Florida.) Early impri	ints	
200	(101 000 111 1001 111)	(Author)	(Publisher)
	· (Place of publication)	· <del></del>	(Date of publication)



SERVICES RENDERED

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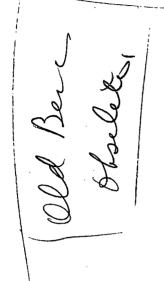
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PROBLEMS PRESENTED	Member Month	SERVICES RENDERED	Member Month					
A. HEALTH, PHYSICAL  1. Anamia 2. Asthma 3. Blindness or sight seriously impaired 4. Cancer 5. Cardiac	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 2 3 4 5 6 7 8 9 10 11 12 1 2 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8	A. HEALTH, PHYSICAL  1. Convalescent care 2. Dental care 3. Inst. care for aged or handicapped (excl. 4. Nutrition instruction of 11 or 17) 5. Optical care	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 8 4 5 8 7 8					
6. Convalescenca 7. Dental care needed 8. Diabetes 9. Endocrins disturbance 10. Epilepsy	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 6 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8	6. Persuaded patient to have treatment 7. Persuaded pa. to remain in hosp. or inst. 8. Physical examination, no treatment 9. Physical treatment—clinic 10. Physical treatment—externe or pri. phys.	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 8 4 5 6 7 8					
11. Gonorrhea 12. Gynecological 13. Hearing seriously Impaired 14. Malnutrition 16. Maternity	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 8 4 5 6 7 8	11. Physical treatment—hos. or sanatorium 12. Pra-natal or post-natal care 13. Surgical appliance secured 14. Visiting nurse 15. Other adjustment dua to physical prob. 16. Funeral arrangaments	9 10 11 12 1 2 8 4 5 8 7 8 9 10 11 12 1 2 1 2 8 4 5 6 7 8 9 10 11 12 1 2 1 2 8 4 5 8 7 8 9 10 11 12 1 2 1 2 1 3 4 5 8 7 8 9 10 11 12 1 2 1 3 4 5 8 7 8 9 10 11 12 1 2 1 2 8 4 5 8 7 8 9 10 11 12 1 2 1 2 8 4 5 8 7 8					
16. Optical care needed 17. Paralyzed or crippled 18. Pellagra 19. Respiratory system, disease of other than 20. Speech impaired tb.	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 6 6 7 8	B. HEALTH, MENTAL  17. Care in hospital or custodial institution 18. Non-custodial psychiatric treatment 19. Psychiatric examination 20. Other mental treatment	9 10 11 12 1 2 8 4 6 6 7 8 9 10 11 12 1 2 8 4 6 6 8 7 8 9 10 11 12 1 2 8 4 6 8 7 8 9 10 11 12 1 2 8 4 6 6 7 8					
21. Syphilis 22. Tuberculosis 23. Vaginitis 24. Other acute illness 25. Other chronic illness 26. Death  B. HEALTH, MENTAL	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 6 6 7 8 9 10 11 12 1 2 3 4 6 6 7 8 9 10 11 12 1 2 3 4 6 6 7 8	C. 1NDUSTRY  21. Business equipment provided  22. Compensation adjustment  23. Emp. secured—through Fed. Emp. Sarv.  24. Emp. sec.—not through Fed. Emp. Sarv.  25. Relief work	9 10 11 12 1 2 8 4 5 6 7 8 9 10 11 12 1 2 8 4 5 6 7 8 9 10 11 12 1 2 8 4 5 6 7 8					
27. Mental dafectiveness diagnosed 28. Mental defactiveness suspected 29. Mental disorder suspected 30. Neurosis diagnosed 31. Psychosis diagnosed 32. Other mental disorder diagnosed	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 1 3 4 5 6 7 8 9 10 11 12 1 2 1 3 4 5 6 7 8 9 10 11 12 1 2 1 3 4 5 6 7 8 9 10 11 12 1 2 1 2 3 4 5 6 7 8 9 10 11 12 1 2 2 3 4 5 6 7 8 9 10 11 12 1 2 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8		9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 1 2 3 4 5 6 7 8 9 10 11 12 1 2 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 6 6 7 8 9 10 11 12 1 2 3 4 6 6 7 8 9 10 11 12 1 2 3 4 6 6 7 8					
C. INDUSTRY  33. Death from indust, accident or occup, dis. 34. Disability from indust, accid, or occup, dis. 35. Illegal occupation 36. Insufficient earnings full time work 37. Need for vocational or industrial adjust.	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8	D. BEHAVIOR 31. Adjustment within family group 32. Adjustment in school 33. Adjustment personality relationship 34. Court ac. (other than Juv. Ct. or non-sup.) 35. Cultural or recreational oppor. affordad	9 10 11 12.1 2 3 4 6 6 7 8					
38. Sabbath observer 39. Seasonal employment 40. Strike or lockout 41. Underemployment 42. Unemployment	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 1 3 4 5 6 7 8 9 10 11 12 1 2 1 3 4 5 6 7 8 9 10 11 12 1 2 1 3 4 5 6 7 8 9 10 11 12 1 2 1 2 3 4 5 6 7 8 9 10 11 12 1 2 1 3 4 5 6 7 8	36. Family re-united 37. Imprisonment 38. Juvenile Court action 39. Leadership treatment affecting attituda 40. Non-support action	9 10 11 12 1 2 3 4 6 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8					
D. BEHAVIOR  43. Alcoholism  44. Attitude produc, conflict bet, hus, and wife  45. Attitude produc, conflict bet, others in fam  46. Attitude produc, conflict with community  47. Begging tendency	.     9 10 11   12 1 2   3 4 5   6 <u>7</u> 8	E. OTHER SERVICES	9 10 11 12 1 2 8 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 8 4 5 6 7 8					
48. Children born out of wedlock 49. Drug habit 50. Family desertion 51. Inadequate parental care 52. Irregular school attendance	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8	45. Adults placed or boarded temporarily 46. Children placed or boarded temporarily 47. Children placed or boarded temporarily 48. Children kept in school beyond work age 49. Church connection strengthened						
53. Irregular sex relationships 64. Juvenile delinquency 55. Non-contributing children at home 66. Non-support of dependent parents 57. Non-support of family	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 6 7 8	50. Citizenship papers secured—lst or 2nd 51. Connection with relatives strengthencd 52. Connection made with neighbor, center 53. Day nursery care 54. Debt adjustment	9 10 11 12 1 2 3 4 5 6 7 8					
58. Non-support of illegitimate child 59. Other personality or hehavior problems	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8	55. Educational opportunity—adult 56. Extension of credit 57. Family adjusted economically 58. Friendly visitor secured	9 10 11   12 1 2   3 4 5   6 7 8					
E. OTHER PROBLEMS  60. Bad housing 61. Debt  62. Immigration problem 63. Imprisonment 64. Inability to read or write	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8	<b>1</b>	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 6 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8					
65. Inability to speak English 66. Insurance problem 67. Legal entanglements 68. Nomadic family 69. Non-citizenship	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8	64. Mothers' pension secured 65. Old age pension secured 66. Removal to better quarters or neighborh 67. School attendance improved 68. Special educational opportunity—child	9 10 11   12 1 2   3 4 5   6 7 8 9 10 11   12 1 2   3 4 5   6 7 8					
70. Non-residence 71. Old age 72. Orphan 73. Overcrowding—more than two to a room 74. Poor home-making	9 10 11 12 1 2 3 4 5 6 7	70. Temporary shelter 71. Transportation or deportation	9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8					
<ul> <li>75. Property entanglements</li> <li>76. Unfriendliness of relatives</li> <li>77. Widow with dependent children</li> <li>78. Widower with dependent children</li> </ul>	9 10 11 12 1 2 3 4 5 6 7 1 9 10 11 12 1 2 3 4 5 6 7 1 9 10 11 12 1 2 3 4 5 6 7 1 9 10 11 12 1 2 3 4 5 6 7 1 9 10 11 12 1 2 3 4 5 6 7 1		9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 1 3 4 5 6 7 8 9 10 11 12 1 2 1 3 4 5 6 7 8 9 10 11 12 1 2 1 3 4 5 6 7 8 9 10 11 12 1 2 1 3 4 5 6 7 8					

8040





s	nyder	BAI	TIMORE	EMERGENC	Y RELIEF COMMISSI	ON	,		Ī	Resident (Check)	Transient (Check)	Dist.	Year 1933-34
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Address (1)	1314	E. Nor	th Av	е	Date of Last Openin	g D	ate of Clo	sing	Fa	amily Status	(Check) W Wr Des	Div Sep MCA	SM SW Orph
(2)	-				7117						MAJOR	CARE CASES	
(3)			<u>-</u>						╁	Carried ove		10 11 12 1 2	3 4 5 6 7 8
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3 Chile	ren						ļ	ļ	- _	Rec'd from	other dist. 9	10 11 \12 1 2	3 4 5 6 7 8
4	<del></del>	_					<u>`</u>		-	Active—Re	lief 9	10 11 12 1 2	3 4 5 6 7 8
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	Color	Parentage Class	Racial Stock	Religion	Work relief &				ş.	New	9	10 11 12 1 2	3 4 5 6 7 8
Man	White	N.P.	Frenc	h None	direct relief (1) 9 1	0 11 12 1	2 3 4 5	6 7 8	Intake	Old	9	10 11 12 1 2	3 4 5 6 7 8
Woman				1 1	·				Ι_	Recurrent		10 11 12 1 2	
Date Came to— Naturalization Date				APPLIC	ATION ONI	LY		_	1		10 11 12 1 2		
	U.S.	City	1st Paper	2nd Papers	Application				Class	Relief		10 11 12 1 2	
Man		<u>2/15/3</u>	<u>t                                     </u>	_	accepted not				<u> </u>	Service only		10 11 12 1 2	
Woman	<del></del>			<u>  </u>	yet investigated 9 10	11 . 12 1 :	2 3 4 5	6 7 8	라다	Closed Carried for'd		10 11 12 1 2	
(1) This i	igure is inclu	ded in above	figure for	"Work relief."				<del></del>	End			10 11 12 1 2 19 11 12 1 2	

38-B

(Date)

(Form Identification number)

## WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County BALTIMORE CITY State MARYLAND
Name of agency or office DEPARTMENT OF PUBLIC WELFARE
(Office of custody) (Office which made the record, if different)
Address of office of custody 331 St. PRUL PARCE  (Name of building, room number, street address)  STRISTICAL DIVISION
1. Title STATISTICAL CARDS - GENERAL PUBLIC ASSISTANCE - CLOSED CASES)  (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities "CLOSINGS"
or both)
2. Dates. 1937 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity & STEEL FILE DRAWERS
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling DRAWERS LABELET AS SHOWN ON LINE 12.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents CONTRINING STRTISTICAL TRECORDS OF CLOSED CASES HAVING RECEIVED  (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
GRNERAL FUBLIC ASSISTANCE, COVERING THE HISTORY OF EACH INDIVIDUAL CASE their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
RETHINED FOR THE FURPOSE OF PREPARING STATISTICAL REPORTS STATISTICAL each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
CARDS SHOW NAME AND ADDRESS OF MAN OR WOMAN; DEPARTMENT OF PUBLIC WELFARE
AND CENTRAL PURCHASING BUREAU NUMBERS; WARD NUMBER; DATE CASE OPENED; DATE
CASE CLOSED, NAME OF WORKER, PERSONS IN FAMILY - SHOWING NAME - SEX-DATE, CO-OPERATI
AGENCY THIE MADE; DATE CANCELLED, FAMILY STATUS - L.C. = MARRIED COUPLE - UNMARRIED
COUPLE - UNMARRIED MOTHER - WIDOW - WIDOWER - MAN OR WOMAN - DESERTED - DIVORCED-SEPARA

6.	Contents—continued Married Course HPART-SINGLE MAN OR SINGLE WOMEN-GRANDFATHER-GRAND-
	MOTHER - BROTHER - SISTER - STEPFATHER - STEPMOTHER - STEPBROTHER - STEPSISTER AND UN-ATTRICHED, EMPLOYABLES,
	MRIE OR FEMALE, PROBLEMS (MATOR OR SECONDARY), TYPE OF INDUSTRY AND OCCUPATION, COLOR, RELIGION,
	YERR TO CITY, BIRTHPLACE, NATURALIZATION, MINOR, ORPHAN, MINOR AND ORPHAN, ILLEGITIMATE CODE
	AMOUNT OF GRANT, NUMBER IN FAMILY WITH AGES RANGING FROM UNDER 16 YEARS TO OVER SHINE 12.
7.	Arrangement HAPHRETICALLY By NAMES OF CLIENTS (Chronologically—by what? Numerically—by what?)
8.	Indexing(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing HANDWRITTEN HND TYPED ON TRINTED CARDS  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF STEEL FILE URAWERS 6" x 9" x /8" AVERAGE 1000 CARDS TER URAWER.  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	50 From ADD 90 5000 3000
11.	Location by dates and quantities 1937 To DATE 6-STEEL FILE TRAVERS LOCATED  (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  ON SOUTH WALL OF STATISTICAL TEPPRETMENT.
12.	Other information TECORIS AND FOULPMENT ARE IN EXCELLENT CONDITION.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  CONTINUED FROM LINE 6: 3 65 YEARS. EMERGENCIES FOR STATE AND CITY AND Whether record is known to have been kept earlier than dates shown in item 2)  SUPPLEMENTATION; ALSO IF CASE IS CARRIED OVER FROM PREVIOUS—INTAKE REPORT AS 76
	WHETHER-NEW-OLD OR RECURRENT, ASSISTED AND CASE CLOSED. 1-DRAWER LABELED "CLOSINGS /937" 1-DRAWER LABELED "CLOSINGS - JAN. REB. MARCH /938"
	1- " " "CLOSINGS - APR. MAY 1938"
	1- " " "CLOSINGS - JUNE. JULY 1938"
	1- " " " " " CLOSINGS - FLUG. OCT, 1938"
10	1- " "CLOSINGS - NOV. DEC."
13.	(For use in Florida.) Early imprints(Author) (Publisher)
٠.	(Place of publication) (Date of publication)

391

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Cou	nty Baltimore City State Maryland
Nan	ne of agency or office Department of Public Welfore
	(Office of custody) (Office which made the record, if different)
Add	lress of office of custody 331 St. Paul Place
	(Name of building, room number, street address)
1.	Title (Aid To Dependent Children Allowance - Entry (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
_	Dates 1938
2.	Dates. 1935 - (Earliest and latest dates; missing dates. Show exact date of breaks)
3	Quantity 2 Steel file drawers
	(Number of volumes; file drawers; file boxes; bundles; other)
4.	Labeling 1st, drawer labeled A-O; 2nd drower is not labeled.
	(Explain fully; years 'numbers; letters; number of records so labeled)
5.	Discontinued and missing records // ONC.  (If record discontinued, give reason and state whether same information shown in another
	,
	record. Explain why records are missing, if possible)
	······································
6.	Contents Office copies of Aid To Dependent Children Allowance [Purpose and general nature of fecord. Principal items of information shown. Summary of forms used in making record,
	Entry Tickets Kept as a record for statistical purposes; entry their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
•	tickets show name of investigator Central Payroll Bureau number each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
	Dept, of Welfare number; name and address of elient; amounts
	of semi-monthly grant from state and city; number of
	persons in family; total amount of grant; amount of
	monthly grant; roce; dote effective; remarks relative
	to client's circumstances, health of child, unsuitable

	Contents—continued home, additio	• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •
	date approved and sign	ature of Directi	or Dept. of Public
	Welfare; dote of Central	Payroll Bureau	Verification.
	·······························	·	
7.	Arrangement Alph. by name (Chronologically-by	s of clients.	optically by what ?)
	Indexing   None   (Self-contained—describe what it shows. If se		
	title and identification number)		
9.	Writing Typed and hone (Handwritten, Handwritten printed form.	Handwritten printed head. Typed. To	NEED FOR MS  Poed printed form. Typed printed head.
10.	Printed. Photostat. Other. Give months and years covered Size of Steel File drawer (Of record or container. Height, width	by each kind of writing)  "X 9"X 18"  Average	4000 per drawer.
11.	on south woll in statis	o date 2 stee Room, vault, wall—N. E. S. W., section Lical clerks off	h, bin, shelf, cabinet, on floor)
12.	Other information record if not good.	equipment in ex Relation to other records. Information	Rellent condition
	Whether record is known to have been kept earlier than dates	shown in item 2)	
			. 3
	**************************************	······································	
		· 	· · · · · · · · · · · · · · · · · · ·
13.	(For use in Florida.) Early imprints		
		(Author) 	(Publisher)
	(Place of publication)	(I	Date of publication)

Investigator.....

#### DEPARTMENT OF PUBLIC WELFARE



# Aid to Dependent Children Allowance ENTRY TICKET

CENTRAL PAYROLL BUREAU: The person herein indicated has met the requirements of this department relative to aid to dependent children allowance which is hereby certified correct for payroll purposes until further notice.

C. P. B. NoNAME	REMARKS:
D. P. W. NoADDRESS	
SEMI-MONTHLY GRANTSTATE \$CITY \$	
FAMILY GROUPTOTAL \$	APPROVED:
MONTHLY GRANT\$	
RACE	(Director Department of Public Welfare)
DATE EFFECTIVE	Central Payroll Bureau Verification
NOTE: This entry ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll Bureau, and the duplicate retained for record and file.	

Kovaka	<b>*</b>	S	د د	t	£	
					nam	

1-27-39

40

(Form Identification number)

## WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Coun	Baltimore City State Maryland
Name	e of agency or office Department of Public Welfore (Office of custody) (Office which made the record, if different)
Addr	ess of office of custody 33/ St. Poul Place (Name of building, room number, street address)
1. T	Title (Aid To Dependent Children-Emergency Allowance (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list/them with dates or quantities  Tichets)  Emergencies
	or bour,
2. I	Dates. 1938 = - (Earliest and latest dates; missing dates. Show exact date of breaks)
3 0	Quantity / Steel file drower
	(Number of volumes; nie drawers; nie boxes; bundles; other)
4. L	abeling Drawer lobeled Emergencies A-Z"  (Explain fully; years; number; letters; number of records so labeled)
5. D	Discontinued and missing records
	(If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
	Contents Office copies of emergency allowance tickets Aparpose and general nature of reford. Principal items of information shown. Summary of forms used in making record.  He of as a record for statistical purpose data transferred to their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by statistical card record; emergency allowance tickets show each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached) name of investigator; Central Payroll Bureau number; Dept. of Public Welfare number; name and address of client; race and number of persons in fairily group; amount of semi-monthly tate grant; effective date of semi-monthly state grant; reason
<u> </u>	for emergency allowance; date of entry on emergency payroll;
WPA I	Form 12-13HR_Ravised (See reverse side)

	division,	•	, ,	officer in financial	
			<del>-</del> -		
7.	Arrangement H	by name	es of client by what? Numerically—by wh	at? Alphabetically—by what?)	
	Indexing No.	ne		it, and place cross reference here to that form	 by
9.	title and identification numb	,	ndwritten printed head.	on printed forms.  Typed Typed printed form Typed printed hea	 d.
10.	Printed. Photostat. Other. Size of steel			Approx. 3000 Tichets age number of pages or documents)	
11.	Location by dates and			teel file drawer on W., section, bin, shelf, cabinet, on floor)	
12.	Other information	Records an	d equipmend. Relation to other records.	nt in excellent condition on prior, subsequent, or similar record	<u>io</u> n ds.
	Whether record is known to	have been kept earlier than da	ates shown in item 2)		
	·		1	·	
				·	
	. ,				
13.	(For use in Florida.)	Early imprints	·		
	· · · · · · · · · · · · · · · · · · ·	-	(Author)	(Publisher)	
	(Place of	publication)		(Date of publication)	

## DEPARTMENT OF PUBLIC WELFARE AID TO DEPENDENT CHILDREN



**EMERGENCY ALLOWANCE** 

CENTRAL PAYROLL BUREAU: THE PERSON HEREIN INDICATED HAS MET THE REQUIREMENTS OF THIS DEPARTMENT RELATIVE
TO AID TO DEPENDENT CHILDREN EMERGENCY ALLOWANCE, WHICH IS HEREBY CERTIFIED CORRECT FOR PAYROLL PURPOSES.

	EMER	GENCY ALLO	WANCE
C. P. B. NONAME	STATE	CITY	TOTAL
D. P. W. NOADDRESS			
RACEFAMILY GROUP			
SEMI-MONTHLY STATE GRANT\$	REMARKS		
EFFECTIVE DATE SEMI-MONTHLY STATE GRANT			
REASON FOR EMERGENCY ALLOWANCE			
	APPROVED		19
ENTRY ON EMERGENCY PAYROLL ENDING			
ENTRY ON EMERGENCI PATROLL ENDING		_	INANCIAL DIVISION

NOTE: THIS EMERGENCY ALLOWANCE TICKET IS TO BE PROMPTLY EXECUTED IN DUPLICATE BY THE DEPARTMENT OF PUBLIC WELFARE.

THE ORIGINAL FORWARDED TO THE CENTRAL PAYROLL BUREAU, AND THE DUPLICATE RETAINED FOR RECORD, AND FILE.



1-23-39

41

(Form Identification number)

## WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

<del>Co</del> ı	THE BALTIMORE CITY State MARYLAND
	me of agency or office DEPARTMENT OF PUBLIC WELFARE.  (Office of custody) (Office which made the record, if different)
Ad	dress of office of custody 331 St. PAUL PLACE
	STRTISTICAL DIVISION
1.	Title CHRNGE TICKET - HID TO DEPENDENT CHILDREN FILLOWANCE (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
9.	or both)  Dates /938
۵.	(Earliest and latest dates; missing dates. Show exact date of breaks)
3.	Quantity 1 - STEEL FILE DRAWER
	(Number of volumes; file drawers; file boxes; bundles; other)
4.	Labeling TRANER LABELED CHANGES A 76 Z (Explain fully; years; numbers; letters; number of records so labeled)
	Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
6.	Contents CONTHINING RID TO DEPENDENT CHILDREN BLLOWANCE CHANGE (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,  TICKETS TESPECTING CHANGES IN AMOUNT OF BUILGETS AND ADDRESSES their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by  OFCLIENTS FORTHE PURPOSE OF REVISING PHYROLL FIGURES AND STATISTICAL RECORDS.—CHANGE each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
	TICKETS SHOW INVESTIGATOR'S NAME, CENTRAL PAYROLL BUREAU AND DEPARTMENT OF PUBLIC WELFARE NUMBERS, AMOUNTS OF OLD AND
,	NEW; SEMI-MONTHLY AND MONTHLY; STATE AND CITY, GRANTS WITH TOTALS; NAME OF CLIENT; NEW ADDRESS, FORMER ADDRESS; RACE;
	FAMILY GROUP CHANGED FROM - TO; DATE EFFECTIVE; REMARKS
WP.	A Form 12-13HR—Revised (See reverse side)

6.	Contents—continued	RELATIVE TO T	Person of ch	Ange and Date o	F
	APPROVALI; FL	SO CENTRAL P	TYROLL BUR	EAU VERIFICATION.	
				·	
	·	· 			
7.	Arrangement ALPH	ABETICALLY Z	3y NAMES (	P CLIENTS 1? Alphabetically—by what?)	
	Indexing NON				
	(Self-contained-	describe what it shows. If se	parate, fill out a form for i	t, and place cross reference here to that	form by
	title and identification numb	 er)			
9.	Writing HAND (Handwritter	WRITTEN FIND  1. Handwritten printed form.	TYPEH ON THE	RINTEI FORMS Typed. Typed printed form. Typed prin	ted head.
	Printed. Photostat. Other.	Give months and years covered l	by each kind of writing)		·
LO.	Size OF STEEL (Of rec	FILE JRAWER cord or container. Height, width	h, thickness or depth. Average	HVERFIGE Hogo Tics te number of pages or documents)	KETS
		· 	·	Per Drawer	<u>}</u>
l <b>1</b> .				TELL FILE TRAWER, W., section, bin, shelf, cabinet, on floor) RIMENT.	
2.				MEXCELLENT CONZ	
	Whether record is known to	have been kept earlier than dates	shown in item 2)	·	
		··	· <del></del>		
			·		<del>:</del>
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_		·	·	••	
.3.	(For use in Florida.)	Early imprints	(Author)	(Publisher)	
	. (Place of	publication)	·	(Date of publication)	

Investigator_____

**DPW 202** 

DEPARTMENT OF PUBLIC WELFARE

## Aid to Dependent Children Allowance



## CHANGE TICKET

CENTRAL PAYROLI ance with the requirem	BUREAU: The aid to dents of this department a	person herein indicated has been changed in acc oll purposes until further notice.			
	OLD GRANT			NEW GRANT	
	SEMI-MONTHLY		SEMI-MONTHLY		
C. P. B. No	STATE \$	CITY \$	STATE \$ MONTHLY	CITY \$	
D. P. W. No		TOTAL \$	\$	TOTAL \$	
NAME					
RACE	Family Grou	p: Fromto	APPROVED:	19	
		(Director	Denartment of Public Welfare)		
ment of Publ	ticket is to be promptly lic Welfare. The origin he duplicate retained for	Central	Payroll Bureau Verification		

1-20.39

42

(Form Identification number)

## WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County BALTIMORE (	<b>2/7Y</b> st	ate MARYLANI	····
Name of agency or office	•	<i>(</i>	
Address of office of custody 33	1 St. PAUL 1	Office which made the record, if different	
	HTISTICHL	building, room dumber, street address)	<del></del>
1. Title Cur -OFF	TICKET-HID	To DEFENDENT C	HILTREN
ALLOWANCE	s. Assigned title, If any, In bracke		m with dates or quantities
or both) 2. Dates. 1937			
5 5	(Earliest and latest dates; missin	g dates. Show exact date of breaks)	
3. Quantity <b>Z - STEEL</b>	FILE DRAWE (Number of volumes: file	P.S drawers; file boxes; bundles; other)	
<ul><li>4. Labeling <i>DRAWERS</i> 4</li><li>5. Discontinued and missing reco</li></ul>	(Explain fully; years; number	s; letters; number of records so labeled)	- P ro Z "
5. Discontinued and missing reco	(If record discontinued,	give reason and state whether same infor	mation shown in another
record. Explain why records are missing	, if possible)	· <u>·</u>	<del></del>
6. Contents CONTRINING CUI  (Purpose and general nate of their headings, etc. If a very general of their headings, etc. If a very general of their headings, etc. Unless contents of their headings.	P THE FAMILY OR r miscellaneous record, detailed i	OTHER RESPONSIBLE F	PRTIES HAVING
MISREPRESENTATIONS.		,	· ·
OR UNABLE TO LOCATE,			, .
ASSISTANCE, CHANGE OF	F PRYEE, INSURAN	CE AIJUSTMENTS, LEG	AL RESPONSIBILITY
NONE RESIDENCE, RES	OURCES AVAILABL	E, CASE COMBINATION	UNEMPLOYMENT
COMPENSATION, RELATIV	LES ASSUMED CAR	RE, MATURITY DEATHS, I	NELIGIBLE UNDER
WPA Form 12-13HR—Revised	(See reverse sid	•	16-6419

6.	Contents—continued PHYSICAL INCAPACITY, PLACED IN INSTITUTION, PLACED OUT OF
	HOME, PLACED WITH RELATIVES, FULL TIME EMPLOYMENT AND REFUSEL TO ACCEPT
	DEPARMENT OF PUBLIC WELFARE PLAN, STHTISTICAL CARDS AND FOR USE IN
	COMPILING CITY AND STATE (MONTHLY AND YEARLY) STATISTICAL REPORTS AS WELLAS FOR
	COMPARISON PURPOSES OF PREVIOUS RELIEF CASE LOAD ALLOTMENTS AND DISTRIBUTIONS.
7.	Arrangement ALPHRBETT CRALY BY NAMES OF CLIENTS (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing
	title and identification number)
9	
υ.	Writing HANDWRITTEN AND TYPED ON PRINTED FORMS.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF STEEL FILE DRAWERS 6"x 9"x 18 AVERAGE 4000 TICKETS  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	Per Drawer.
11.	Location by dates and quantities 1937 To TIRTE - 2 STEEL FILE TIRAMERS, LOCATED  (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  ON SOUTH WALL OF STATISTICAL CLERKS OFFICE
12.	Other information RECORDS AND EQUIPMENT RRE IN EXCELLENT CONDITION.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	CONTINUELL FROM LINE 6: - CUT-OFF TICKETS SHOW NAME AND ADDRESS Whether record is known to have been kept earlier than dates shown in item 2)
	OF CLIENT; CENTRAL PURCHASING BUREAU AND DEPT OF PUBLIC WELFARE NUMBERS,
	AMOUNT OF PER ANNUM ALLOWANCE AND AMOUNT OF SEMI-MONTHLY RATE;
	INCLUSIVE JATE; RACE; JATE ISSUED, REMARKS INDICATING REASONS OF CUT-OFF,
	NUMBER IN FAMILY, THE OF APPROVAL OF CUT-OFF, CENTRAL PAYROLL BUREAU
	VERIFICATION AND CASE WORNER'S NUMBER AND NAME. NOTE:-THESE
	PRETICULAR RECORDS WILL NO LANGER BE RETHINED AFTER FEBRUARY 1939, BUT HOWEVER THE INFORMATION CONTAINED THEREIN WILL BE TRANSPERRED TO PERMANENT
13.	STRUSTICAL CARD RECORD FILES. (Author) (Publisher)
	(Place of publication) (Date of publication)

Case Worker No.....Name.....

DPW 253

#### DEPARTMENT OF PUBLIC WELFARE



## Aid to Dependent Children Allowance CUT-OFF TICKET

accordance with the records of this department.	the person herein indicated has been discontinued i
NAME	REMARKS HOW SEPARATED
ADDRESSD. P. W. No	
PER ANNUM ALLOWANCE\$	
SEMI-MONTHLY RATE\$	APPROVED:
INCLUSIVE DATE	19
RACE	(Director Department of Public Welfare)
DATE ISSUED	Central Payroll Bureau Verification
NOTE: This cut-off ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll Bureau, and the duplicate retained for record and file.	

44

(Date)

(Form identification number)

# WORKS 'PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

Baltimore City State Maryland
Name of agency or office Department of Public Welfore (Office of custody) (Office which made the record, if different)
Address of office of custody 331 St. Paul Place.
(Name of building, room number, street address)
1. Title (Old-Age Pension - Change Tickets)
(Give present full ettle in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
Changes A-Z"
2. Dates. 1938
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity drawer (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Drower labeled Changes A-Z.
(Explain fully; years; numbers, letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Office copies of change tickets kept as a record of (Perpose and general nature of record.) Principal tems of information shown. Summary of forms used in making record.
certifications of changes in old age pension allowances their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
changes of allowances transferred from this ticket to each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
statistical record; change tichet shows Central Payroll
Bureau number; Dept. of Public Welfare number; name and
address of client; amount of semi-monthly grant and
amount of grant permonth of old grant; amount of semi-
•

6.	Contents-continued grant; race; number in family and inclusive
•	dates; name of investigator; date effective; former address of
	client; remarks relative to change of address, change of
-	budget and family status.
7.	Arrangement Alph. by names of clients (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	Indexing None  (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
9.	Writing Typed and handwritten on printed Forms.  (Handwritten Bandwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing)  Size of steel file drawer 6'x 9'x 18" Approx. 300 tickets.  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11.	Location by dates and quantities 1938 to date, 1 steel file drawer on (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  south wall in statistical clerks office.
12.	Other information Records and equipment in excellent condition.  Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
1	
	· · · · · · · · · · · · · · · · · · ·
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)

## OLD-AGE PENSION CHANGE TICKET



CENTRAL PAYROLL BUREAU: The old-age pension for the person herein indicated has been changed in accordance with the requirements of this department and is hereby certified correct for payroll purposes until further notice.

C. P. B. NoNAM	В	FORMER ADDRESS	
D. P. W. NoADD1	RESS		
OLD GRANT	. NEW GRANT	DEMARKS.	
SEMI-MONTHLY	SEMI-MONTHLY	E REMARKS:	
\$	s	_	
PER MONTH	PER MONTH		
\$	s		
·	o. in Family: Fromtoto	APPROVED:	
INVESTIGATOR		[]	
	to be promptly executed in dualizate by the	II (Dia Dia CDI) write to	
NOTE: This change ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll Bureau, and the duplicate retained for record and		Central Payroll Bureau Verification	
Central Payroll Bureau, and the duplicate retained for record and file.		d	



(Form Identification number)

### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

Baltimore City State Maryland
Name of agency or office Department of Public Welfore
Address of office of custody 331 St. Paul Place.
(Name of building, room number, street address)
1. Title (Old-Age Pension Entry Tickets)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)  2. Dates. 1936
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 2 Steel file drowers (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Drawers labeled Entries A-K; Entries L-Z.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Office copies of entry tickets kept as record of (Purpose and general nature of record. Principal Items of information shown. Summary of forms used in making record.  Certifications and grants: Statistical cord record also their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by transcribed from this ticket: tickets show central Payroll each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and address Bureau number; Dept. of Public Welfare number; name and address
of client; amount of semi-monthly grant; number in family;
amount of monthly grant; race; date of birth; name of
investigator; date effective; remarks relative to elient
and circumstances; date approved and signature of
WPA Form 12-13HR—Revised (See reverse side) 166419

6.	Contents—continued Director of Dept. o	of Public Welfore; date of
	Central Payroll Bureau verificat	
	<u></u>	
	·	
7.	Arrangement Alph. by names of (Chronologically—by what? Nu	clients
8.	A I	merically—by what? Alphabetically—by what?)  l out a form for it, and place cross reference here to that form by
	title and identification number)	
9.	Writing Juped and handwrite (Handwritten Handwritten printed form. Handwritten	en printed head. Typed. Typed printed form. Typed printed head.
10.	Printed. Photostat. Other. Give months and years covered by each kind Size of steel drawers 6' 49' 418"  (Of record or container. Height, width, thickness	d of writing)  A verage 3200 per drower s or depth. Average number of pages or documents)
11	I costion by dates and successiving 1931 to dat	a a ctoo Bile dominant on south
11.	Location by dates and quantities 1936 to dat  (Room. vau  wall in statistical clerks of	
12.	Other information Pecords and equivonation of record if not good. Relation to	ipment in excellent condition.  o other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in i	tem 2)
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		·
		·
13.	(For use in Florida.) Early imprints	·
		(Author) (Publisher)

## OLD-AGE PENSION ENTRY TICKET



CENTRAL PAYROLL BUREAU: The person herein indicated has met the requirements of this department relative to old-age assistance which is hereby certified correct for payroll purposes until further notice.

C. P. B. NoNAME	REMARKS:
D. P. W. NoADDRESS	
SEMI-MONTHLY GRANT\$	
No. IN FAMILY	
MONTHLY GRANT\$	
RACEDATE OF BIRTH	19
INVESTIGATOR	APPROVED:
DATE EFFECTIVE	(Director Department of Public Welfare)
NOTE: This entry ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll Bureau, and the duplicate retained for record and file.	Central Payroll Bureau Verification

44-A
(Form identification number)

(Worker's full name)

(Date)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfare
Address of office of custody 331 St. Paul Place
(Name of building, room number, street address)
1. Title Old Age Assistance - Grant Authorizations - Pending
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities.  (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities.  (Goses) "Pending A-Z"
or both)  2. Dates. 1937
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity Steel file drawer (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Drower labeled Pending A-Z!
(Explain fully; years; number \( \begin{aligned} \text{letters} \) number of records so labeled)
5. Discontinued and missing records
record. Explain why records are missing, if possible)
6. Contents Office copies of Old Age Assistance grant authorizations  (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.  Nept as a record of client's change of address, change of their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by grants and change of case worker record of changes are seach, should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
transferred to statistical card record; grant authorization
ticket shows payroll number; welfare number; dates shown
opposite headings viz: entry, change, emergency, fuel, ice.
and cut-off; name of client, old address; old semi-monthly
grant showing amount from state, city, total and monthly;
WPA Form 12-13HR—Revised (See reverse side) 16-6410

	(Place of publication) (Date of publication)
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	Financial division; omounts of old and new grants.
	field supervisor and assistant director, also initials of officer in
	opposite heading Deliver Check; signatures of investigator superviso
	continued from line 6 Check mark or date check delivered
	Whether record is known to have been kept earlier than dates shown in item 2)
l2.	Other information Records and equipment in excellent condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	in statistical clerk's office.
l1.	Location by dates and quantities 1937, 1 steel file drawer on south wall (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
LO.	Size of steel file drawer 6'x 9'x 18" Approx. 300 tickets Of record or container. Height, width, thickness or depth. Average humber of pages or documents)
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
9.	Writing Tuped and handwritten on printed form. Handwritten printed head. Typed Typed printed form. Typed printed head.
	title and identification number)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	Arrangement Alph. by names of clients  (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	•
	of persons in family; date of birth; race; religion; date issued date effective; remarks relative to reason for change of grant;
	of persons in family: date of hirth: race: religion: date issued
	omount of one time emergency payment; changes of numbe
	grant showing amounts from state, city, total and monthly;
6.	Contents-continued name of client and new address; new semi-monthly

E. S. GOVERNMENT PRINTING OFFICE O 16-6419

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PAYROLL NO			WELFA	RE NO.			OLD AG	E ASSIS	TANCE	
ENT	RY	CHAN	IGE .	EMERG	ENCY		FUEL	ICE	CUT OF	F
NAME (PRINT)						то	NAME (PRINT)			
ADDRESS (PRINT)							ADDRESS (PRINT)			
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STATE	CIT	<u>Y</u>	TOTAL	MONT	HLY	то	STATE	CITY	TOTAL	MONTHLY
S	s		_\$	s			s	<b>s</b>	\$\$	\$
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NUMBER IN FAMILY		то	NUMBER FAMILY	IN						
DATE OF BIRTH RACE RELIGION			N				(44-			
DATE			DATE EFFECTIV	e}						The second second
REMARKS:										
								NE	W	
DELIVER	CHECK					_				
APPROVED:	-		FIE	LD SUPERVISOR	FIN. DI	<b>v.</b>				
	INVESTIGATO	DR								
	SUPERVISO	DR	,	ASST. DIRECTOR	INITIAL	s				MDB 12733

Kovak	a-Sc	ott
		g full name)

(Form identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

Comety Boltimore City State Maryland
Gomety Baltimore City State Maryland
Name of agency or office Department of Public Welfare.  (Office of custody) (Office which made the record, if different)
Address of office of custody 331 St. Paul Place.  (Name of building, room number, street address)
1. Title (Old-Age Pension-Cut-Off Tickets) (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities Closinds"
2 Dates 1936
2. Dates. 1936  (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 Steel File drawer
4. Labeling Drower labeled "Closings A-Z"
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None  (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Office copies of cut-off tickets kept as a record, Principal and general nature of record Principal items of information shown. Summary of forms used in making record, discontinued old age pensions also for transcription their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
of dates and reas one of discontinuances to statistical dach should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
cards; tiskets show case worker number and name; Centra
Payroll Bureau number; Ocpt. of Public Welfore number; name and
address of client; number in family; semi-monthly rate; par annum
allowance; race; date effective; remarks-how separated (such as, person
not eligible; under 65; de crased; con-not prove citizenship; refusal of

6.	5. Contents—continued assignment of in	surance; etc.); dote opproved and
	signature of Director Dept. of F	Public Welfore; date of Central
		·
7.	. Arrangement Alph. by names o	felients.
0	1-1	
8.	(Self-contained—describe what it shows. If separate,	fill out a form for it, and place cross reference here to that form by
	title and identification number)	
9.	. Writing Typed and handwri	tten on printed forms.  itten printed head. Typed. Typed printed form. Typed printed head.
	(Handwritten. Handwritten printed form. Handwr	itten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each	kind of writing)
10.	Of record or container. Height, width, thick	ness or depth. Average number of pages or documents)
	<u> </u>	·
11	. Location by dates and quantities 1936 to d	ate I steel file drawer on
11.	(Room.	vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	west wall in Statistical c	ierks office.
	·	
12.	2. Other information Pecords and eq	uipment in excellent condition on tolother records. Information on prior, subsequent, or similar records.
	(Condition of record if not good. Relatic	on tolother records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown	in item 2)
	·	
	·	·
13.	3. (For use in Florida.) Early imprints	
		(Author) (Publisher)
	(Place of publication)	(Date of publication)

file.

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#### DEPARTMENT OF PUBLIC WELFARE

### OLD-AGE PENSION CUT-OFF TICKET

1 (45)

CENTRAL PAYROLL BUREAU: The old-age pension for the person herein indicated has been discontinued in accordance with the records of this department. REMARKS HOW SEPARATED C. P. B. No. NAME.... D.P. W. No. ADDRESS No. IN FAMILY SEMI-MONTHLY RATE......\$..... APPROVED: (Director Department Public Welfare) Central Payroll Bureau Verification NOTE: This cut-off ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll Bureau, and the duplicate retained for record and



1-20-39

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

1	BRLTIMORE CITY State MARYLAND
n	e of agency or office DEPARTMENT OF PUBLIC WELFARE
1	(Office of custody) (Office which made the record, if different) ress of office of custody 331 St. Phul Place
_	STRTISTICAL ZIVISION  (Name of building, room number, street address)
1	Title MATURITY RECORD-HCTIVE CASES - HID TO DEPENDENT (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
	CHILIREN)
ľ	1022
	(Earliest and latest dates; missing dates. Show exact date of breaks)
	Quantity 4-STEEL FILE DRAWERS
	(Number of volumes; file drawers; file boxes; bundles; other)  Labeling **DRAWERS NOT LABELED**
Į	(Explain fully; years; numbers; letters; number of records so labeled)
Ī	Discontinued and missing records
	(If record discontinued, give reason and state whether same information shown in another
-	record. Explain why records are missing, if possible)
	Contents CONTRINING RECORD OF ACTIVE CASES OF DEPENDENT CHILD (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.  PENDING MATURITY AT AGE OF 16 YEARS, AFTER WHICH TIME IF THE
	PENDING MATURITY AT AGE OF 16 YEARS, AFTER WHICH TIME IF THE their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	INDIVIDUAL IS STILL ELIGIBLE TO RECEIVE FILD THE CASE IS THEN each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
,	TRANSFERRED OVER TO GENERAL FUBLIC ASSISTANCE FOR NECES
	RELIEF - CARDS SHOW CASE NUMBER, PAYROLL NUMBER, NUMBER IN
	FAMILY, NUMBER OF CHILDREN, MATURITY DATE, NAME AND ADDRESS

j.	Contents—continued		·	
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	- <del></del>			
	Arrangement PLPHABETICALLY By (Chronologically—by	NAME OF	ZL/ENT	
	(Chronologically—by	what? Numerically—by wl	hat? Alphabetically—by what?)	
•	Indexing (Self-contained—describe what it shows. If se	no note fill out a form for	- it d - lo	4 6 b
	title and identification number)	•		
	Writing HANDWRITTEN HND TYP (Handwritten. Handwritten printed form.	ED ON PRIN	ITED CARIS	
	(Handwritten. Handwritten printed for f. 1	Handwritten printed head.	Typed. Typed printed form. Typed pri	nted head.
	Printed. Photostat. Other. Give months and years covered h	oy each kind of writing)	·····	
	Size OF STEEL FILE IRAWERS (Of record or container. Height, width	4" x 51/2" x	24"-AVERAGE 3000	CAR
	(Of record or container. Height, width	, thickness or depth. Aver	•	
	·		PER DRAWE!	2
			•	
	Location by dates and quantities 1933 To 1	TISTICAL III	VISION CLERKS OF	FICE.
		•		
	Other information RECORDS FIND ELE (Condition of record if not good.	WIPMENT FILE Relation to other records.	RE IN EXCELLENT CO	2NII/I ar records.
	Whether record is known to have been kept earlier than dates	shown in item 2)		
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	(For use in Florida.) Early imprints			
	(For use in Florida.) Early imprints		/W LU L	
	(For use in Florida.) Early imprints	(Author)	(Publisher)	

(Form Identification number)

WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

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me of agency o	r office	HRTMENT	OF PUBLIC	WELFAR	<b>E</b>
dress of office (	of custody 33/	ST PAUL	PLACE		
	STAT	'ISTICAL Î	me of building, room number,	street address)	
Title	OSED Al	J.C. MATUI	RITY h	other titles, list them w	ith dates or quantities
	HTURITY	RECORD-	Closed Cas	es – Aid	TO DEPENDEN
			missing dates. Show exact da	te of breaks)	
Quantity 3-	STEEL FI		ERS s; file drawers; file boxes; but		••••
Labeling <b>AS</b>	SHOWN ON		, me drawers, me boxes, but	idles , other)	•
		(Explain fully; years; n	umbers; letters; number of re	ecords so labeled)	
Discontinued	and missing recor	ds <b>NONE</b>	nued, give reason and state v	whathan game informati	on about in oughbou
			,	vnetner same mromati	m snown in another
record. Explain	why records are missing,	if possible)			
HAYING RE their headings, et  TUSTIFIES each should be gi	PRELIEFIS THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE	re of record. Principal in GE OF MATUR miscellaneous record, det LEN TRANSFE these records are described.	tems of information shown.  LTY (16 YEARS) ailed information as to types  RREII OVER To ed by other Forms 12-13HR,  YROLL NUMBER	Summary of forms us  WHICH IFT  s of records.contained  CENERAL  such forms should be fi	ed in making record,  HE CHSE STILL  and dates covered by  PUBLIC HSSISTA  (lied out and attached)
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	rangement FILPH FISE 71.0	ronologically—by	what? Numerically-	by what? All	habetically—by	what?)	
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	itle and identification number)						
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P	rinted. Photostat. Other. Give months	and years covered	by each kind of writing	g)			
	e OF STEEL FILE DR		<i></i>	4-AVEL	RAGE 200	OO CA	RDS PER
~	(Of record or contain	ner. Height, widt	h, thickness or depth.	Average num	ber of pages or d	ocuments)	
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	cation by dates and quantities  N THE WEST WALL O	s / <i>933 TO</i>	•	. , ,		, .	
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<b>О</b> . Оt	cation by dates and quantities  N THE WEST WALL O  her information RECORDS  (Condition of re	S /933 70  F STATIS  S AND E	STICAL DI	VISION FRE I	CLERK N EXCEL	'S OF	CONTITI
Ot Ot	her information RECORDS (Condition of record is known to have been kept	S /933 TO  F STRTIS  5 AND Execord if not good.  earlier than dates	Relation to other rec	VISION FRE I	CLERK N EXCEL	'S OF	CONTITO
Ot Ot	cation by dates and quantities  N THE WEST WALL O  her information RECORDS  (Condition of re	S /933 TO  F STRTIS  5 AND Execord if not good.  earlier than dates	Relation to other rec	VISION FRE I	CLERK N EXCEL	S OF	CONTITO
Ot	her information RECORDS (Condition of record is known to have been kept	S /933 TO  F STRTIS  5 AND Execord if not good.  earlier than dates	Relation to other rec	VISION FRE I	CLERK N EXCEL	'S OF	CONTITO

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1-24-39

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(Form identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfare
Address of office of custody 331 St. Poul Place  (Name of building, room number, street address)
1. Title (Assistance To the Blind-Entry lickets)  (Give present full fitle in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
or both)
2. Dates. 1938 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity   Steel file drawer (Number of volumes: file drawers: file boxes: bundles: other)
4. Labeling Drower labeled A.T.B.  (Explain fully; years; number of records so labeled)
5. Discontinued and missing records
record. Explain why records are missing, if possible)
6. Contents Office copies of entry tickets kept as a record  (Humpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
of certifications and grants; statistical record transcribed their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
from this ticket ticket shows name of case worker; Central each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Payroll Bureau number; Dept. of Public Welfare number; name and
address of client; number in family; semi-monthly rate;
per onnum allowance; race; date effective; remarks
relative to circumstances of client; date approved
and signature of Director of Dept. of Public Welfare; date

	(Author)	(Publisher)
13.	(For use in Florida.) Early imprints	· -
	Lir .	: :
	·	
	Whether record is known to have been kept earlier than dates shown in item 2)	
12.	Other information Records and equipment (Condition of record if not good. Relation to other records.	in excellent condition, Information on prior, subsequent, or similar records
•	Well '' 3(32, 32, 39, 39, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,	·
	wall in statistical clerks office.	S. W., section, bin, shelf, cabinet, on floor)
11.	Location by dates and quantities 1938 to date 1 s	steel file drawer on sour
	(O) record or container. Reight, width, thickness or depth. Ave	
10.	Size of steel drawer 6"x 9"x 18"  (Of record or container. Height, width, thickness or depth. Ave	pprox. 100 tickets
	Printed. Photostat. Other. Give months and years covered by each kind of writing)	
9.	Writing Types and handwritten of (Handwritten, Handwritten printed form. Handwritten printed head	n printed forms.  Typed Typed printed form. Typed printed head.
	title and identification number)	9 4
8.	Indexing None (Self-contained—describe what it shows. If separate, fill out a form fo	or it, and place cross reference here to that form by
۱۰	Arrangement Alph, by names of clients (chronologically—by what Numerically—by w	rhat? Alphabetically—by what?)
7		
		·
	<u></u>	·

_		
Case	Worker	

#### DEPARTMENT OF PUBLIC WELFARE

# ASSISTANCE TO THE BLIND ENTRY TICKET



CENTRAL PAYROLL BUREAU: The person herein indicated has met the requiblind which is hereby certified correct for payroll purposes until further notice.	rements of this department relative to assistance to th
C. P. B. NoNAME	REMARKS:
D. P. W. NoADDRESS	
No. IN FAMILY	
SEMI-MONTHLY RATE	APPROVED:
PER ANNUM ALLOWANCE	9
RACE	(Director Department of Public Welfare)
DATE EFFECTIVE	Central Payroll Bureau Verification
NOTE: This entry ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll Bureau, and the duplicate retained for record and file.	

Kova	Ka	- 5	<u>C</u> (	ott
			full	name)

1-31-39

49

)nto)

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

B II' Market
Gounty Baltimore City State Maryland
Name of agency or office Department of Public Welfare
(Office of custody) (Office which made the record, if different)
Address of office of custody 331 St, Paul Place.  (Name of building, room number, street address)
(Maine of building, footh number, street address)
1. Title (Assistance To Blind-Chonge Tickets) (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
•
or both)  2. Dates. 1938
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 Steel file drawer
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Drawer not labeled
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Office copies of change tickets kept as a record of change tickets hept as a record of change single forms used in making record.  Tecord of changes in drants and changes of their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
individual statistical record of client; change
ticket shows case worker number and name; old and
new Dept. of Public Welfore case numbers; old and
new Central Payroll Bureau payroll numbers; old rate
for per annum and semi-monthly; new rate for per
WPA Form 12-13HR—Revised (See reverse side) 106419

о.	Contents—continued DNN 14 41 41 41 41 41 41 41 41 41 41 41 41
,	new address of elient; former address; date effective
	race; remarks relative to change made; date
	opproved and signoture of Director of Dept. of Publ
. (	Nelfare also date of Central Payroll Bureau Verification
7.	Arrangement Alph. by names of clients.  (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
	Indexing None
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
9.	Writing Typed and handwritten printed forms.  (Handwritten, Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing)  Size of steel file drawer b"x 9x 18" Approx 200 tickets.  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11.	Location by dates and quantities 1938 to date, 1 steel file drower on (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	south wall in statistical clerk's office.
	<del></del>
12.	Other information Records and equipment in excellent condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	·
13.	(For use in Florida.) Early imprints
	(Author) (Publisher)
	(Place of publication)  (Date of publication)
41	עובט ע מטויות האווגות והמאספיייי ייי
	<b>a</b>

М	DI	B 9	380
D	P	w	227

D. P. W.

C. P. B.

Case Worker No																																																																																																																																																		
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#### DEPARTMENT OF PUBLIC WELFARE

# ASSISTANCE TO THE BLIND CHANGE TICKET



NEWBATE

CENTRAL PAYROLL BUREAU: The assistance to the blind allowance for the person herein indicated has been changed in accordance with the requirements of this department and is hereby certified correct for payroll purposes until further notice.

OLD RATE

CASEN	UMBER	PAVPOLI	NUMBER				]	DW REELD
OLD	NEW	OLD	I NEW	PER ANNUM			PER ANNUM	
			11211		\$ ·			\$
			Į.	SEMI-MONTHLY			SEMI-MONTHLY	
		[	<u> </u>		<u> </u>			\$
					•	REMARI	KS:	
HEW ADDI	KL33	•••••••••••••••••••••••••••••••••••••••	•••••••••	····································			***************************************	•••••••
FORMER A	DDRESS	······································	•••••••••••••••••••••••••••••••••••••••			APPRÒV	/ED:	
DATE EFFE	ECTIVE	•	•					19
RACE		••••••	•••••			<u></u>		
NOTE: This	e change tick	et ie to be n	romptly avec	stad in dunlicata bu	the Depart		(Director Department	
men Bure	eau, and the	Welfare. The	e original fo	ated in duplicate by orwarded to the Cer ord and file.	tral Payroll		Central Payroll Bu	reau Verification

41/

CHECK FOR ASSISTANCE TO THE BLIND CUT OFF TICKET,

Thank authorization Catin Ticket. Chruge Licket. Ouloff Licket. Philistical Olifort. Gard auchornader Olivage Tecket. y.P.a. Enling. O.a.a. grant author ocahor ato.Br Chage. A.D.C. Comerquez-Out off Sichely.

SERIAL. # 1. K

SERIA.L. Z -

(Worker's full name)

(Date)

(Form identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937

1734 NEW YORK AVE. NW. WASHINGTON, D. C.

		•		\		
Cou	Baltimore	City	State .	Maryland		·
Nan	ne of agency or office D	epartmen	nt of Put	Die Welfa e which made the record, if	PC.	
Add	ress of office of custody		Paul Plac	g, room number, street add		
1.	Title (ASSOSter	nce To	The Bl	nd - Cut	OFF TICKS	quantities
2.	or both) Dates. 1938					
	Quantity 1 Steel	file drau	the second second	s. Show exact date of break	(8)	
	Labeling Drower		reled	s; file boxes; bundles; others; rices; number of records so be		
5.	Discontinued and missin	g records(If reco	None ord discontinued, give r	eason and state whether sa	me information shown in	another
	record. Explain why records are	missing, if possible)				
6.	Contents Office	copies of	cut-off Principal items of info	tickets Ke	ot as a re	cord
	of separation their headings, etc. If a very g	s from teneral or miscellaneous	he Daot.	of Public We	fare rec	ord of
	cut-off is t					
	record of elic		<b>A</b>			
	number and n	ame; Cen	tral Payro	II Bureaur	rumberj D	ept,
	of Public Wel	fore num	ber: nom	e and addre	ss of clien	t;
	number in fa	mily; sen	ni-monthl	y rate; om	ount of	per
WPA	ONNUM ALOW	ance; roo	(See reverse side)	effective;	remarks	166419

6.	Contents—continued relating how separated: date approved
	and signature of Director of Dept. of Public Welfore,
	also date of Central Payroll Bureau verification.
	and once of certain togram our control verification.
7.	Arrangement Alph. by names of clients.  (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
Q	Indexing (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
0.	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Typed and handwritten on orinted form.  (Handwritten, Handwritten printed form. Handwritten printed head. Typed. Typed printed form.) Typed printed head.
10	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of steel file drawer 6'x 9'x 18" Approx. 300 tickets (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	·
11.	Location by dates and quantities 1938 to date 1 steel file drawer on  (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	(Room, vault, vall—N. E. S. W., section, bin, shelf, cabinet, on floor) south wall in statistical clerks office.
	SOREM WORTH IV. & COUNTILIED CIETAS OF TICE.
12.	Other information Kecords and equipment in excellent condition Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	(condition of record it not good. Relation to other records. Anotherise, or shining records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	* * * * * * * * * * * * * * * * * * * *
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)

FORM	303	D	P	w
MDB 9	379			-

Casé	Worker	No	Name

#### DEPARTMENT OF PUBLIC WELFARE



## ASSISTANCE TO THE BLIND CUT-OFF TICKET

CENTRAL PAYROLL BUREAU: The assistance to the blind allowance for the partner with the records of this department.	erson herein indicated has been discontinued in accord
C. P. B. NoNAME	REMARKS   HOW SEPARATED
D. P. W. NoADDRESS	
SEMI-MONTHLY RATE\$	APPROVED:
PER ANNUM ALLOWANCE\$	19
RACE	(Director Department of Public Welfare)
DATE EFFECTIVE	Central Payroll Bureau Verification
NOTE: This cut-off ticket is to be promptly executed in duplicate by the Department of Public Welfare. The original forwarded to the Central Payroll Bureau, and the duplicate retained for record and file.	

51 B a. Oc. 1936 ---.

51 B Claude Carro 1936 ---

Kovaka-Scott

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(Form Identification number)

### WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW.

1734 NEW YORK AVE. NW WASHINGTON, D. C.

County Boltimore City State Maryland
Name of agency or office Department of Public Welfare
(Omce of custody) (Omce which made the record, if different)
Address of office of custody 331 St Paul Place.
(Name of building, room number, street address)
1. Title Statistical Record - Aid To Dependent Children (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
"A.D.C. Active Coses-1936"
or both) 2. Dates. 1936-1937
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 6 Steel file drawers
(Number of volumes; nie drawers; nie boxes; bundies; otner)
4. Labeling 3 Drowers labeled A.D.C. Active Coses - 1936 (Continue on line 12) (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None (If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Yearly statistical card record of active cases, monthly (Purpose and general nature of record.) Principal items of information shown. Summary of forms used in making record.
and yearly reports for state and city are prepared from this their heddings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
record coverind entire history of individual, the family droup each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
and the distribution of allowances, also referred to for comparison of
prior relief received by the clients; cards show name and address
of client; date and reason for closing; name of cooperative agency
(if any); Dept. of Public Welfore number; Central Payroll Bureau number;
number in family; number of persons 65 and over, 16 to 65 and
WPA Form 12-13HR—Revised (See reverse side) 16-6419

6.	Contents-continued number under 16 years; category; date case openes	4;
	date closed; civil status; family status; color; length of residence;	•
	religion; minor (yes orno); illegitimacy (yes or no); nome of work	er;
	problems (major and secondary); on reverse side of card, amount of	•
	grant; classification of relief (in code); dates carried over; (cont. on)	ine 12)
	Arrangement Alph. by nomes of clients.  (Chronologically—by what? Numerically—by what? Alphabetically—by what?)	
	Indexing None	
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by	
٥	title and identification number)	
ð.	Writing Typed and handwritten on Printed forms.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.	
	Printed. Photostat. Other. Give months and years covered by each kind of writing)	
l0.	Size of steel file drawer 6'x 9x18" fluerage 1500 cords per drawer.  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)	
<b>11.</b>	Location by dates and quantities 1936-1937, 6 file drawers on south side  (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)	
	of statistical clerk's office.	
12.	Other information Records and equipment in excellent condition.  Condition of record if not sood. Relation to other records. Information on prior, subsequent, or similar records.	
	whether record is known to have been kept earlier than dates shown in item 2)  continued from line + 3 browers labeled ADC.	
	Active A-J; A.D.C. Active K-V; A.D.C. Active W-Z (for 1937).	
	continued from line 6 dates of new grant, recurrent	
	grant and date closed; supplementation grant; amounts of	
	emergency grant from city and state; age of person in new	
	case and sex.	
0		
. <b>3.</b>	(For use in Florida.) Early imprints(Author) (Publisher)	
	(Place of publication) . (Date of publication)	

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s full name)

(Form identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfare (Office of custody) (Office which made the record, if different)
Address of office of custody 33/ St. Poul Place.
(Name of building, room number, street address)
1. Title Statistical Pecord - Aid To Dependent Children- (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities Active Cases).
2. Dates. 1938
Earliest and latest dates; missing dates. Show exact date of breaks)
8. Quantity + Steel file drawers
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling   ot   obe ed (Explain fully; years: numbers; letters; number of records so labeled)
5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents <u>yearly</u> statistical card record of active cases; (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
monthly and yearly reports for state and city ove takes their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
from these cards also referred to for comparison of prior each should be given. Unless contents of these records are described by other Forms 12-113HR, such forms should be filled out and attached)
relief allotments; cards show name and address of client;
date and reason for closing; name of cooperative agency
(if any); Dept. of Public Welfare number; Central Payroll Bureau number
number in family; number of persons 65 and over, 16 to 65 and
number under 16 years; category; date case opened;
WPA Form 12-13HR—Revised (See reverse side) 10-6410

	(Place of publication) (Date of publication)
l3.	(For use in Florida.) Early imprints(Author) (Publisher)
	city and from state; age of person in new case and sex.
	supplementation grant; amounts of emergency grant from
	whether record is known to have been kept earlier than dates shown in item 2)  continued from line 6 recurrent grant and date closed;
12.	Other information Records and Equipment in excellent condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	wall in statistical clerk's office.
l <b>1</b> .	Location by dates and quantities 1938 to date, 4 steel file drowers on south  (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
LO.	Printed. Photostat. Other. Give months and years covered by each kind of writing)  Size of steel file drawer 6'x 9'x 8" Hverage 1200 cords per drawer (Of ecord or container. Height, width, thickness or depth. Average number of pages or documents)
9.	Writing Typed and handwritten on printed cords.  (Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	title and identification number)
8.	Indexing (Chlonologically—by what? Numerically—by what? Alphabetically—by what?)  [Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	Arrangement Alph. by names of clients (Chlonologically—by what? Numerically—by what?)
	on reverse side of card, amount of grant; classification of relief (incode); dates carried over; dates of new grant, (ine 12)
	(yes or no); name of worker; problems (major and secondary)
	length of residence; religion; minor (yes or no); illegitimocy
6.	Contents continued date closed; civil status; family status; color

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Kovaka- Scott
(Worker's full name)

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WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore Cit	y State Maryland
	timent of Public Welfare (Office of custody) (Office which made the record, if different)
Address of office of custody33	St. Paul Place. (Name of building, room number, street address)
"A D C, Closed or both)  2. Dates. 1936  3. Quantity 6 Steel Fi  4. Labeling 1936   Drawer	liest and latest dates; missing dates. Show exact date of breaks)    E drawers; file boxes; bundles; other)
5. Discontinued and missing records	(If record discontinued, give reason and state whether same information shown in another
and yearly reports for their headings, etc. It a very general or miss record covering entire each should be given. Unless contents of the the distribution of a of prior relief received of client; date and read edency (if any); Dept, a	cal card record of closed cases; monthly of record. Principal items of information shown. Summary of forms used in making record, or state and city are prepared from this occillaneous record, detailed information as to types of records contained and dates covered by history of individual, the family droup and se records are described by other Forms 12-13HR, such forms should be filled out and attached) Howance, also referred to for comparison ed by clients; cards show name and address son for closing; name of cooperative  F Public Welfare number; Central Payroll per in family; number of persons 65 and aver,
WPA Form 12-13HR—Revised	(See reverse side) 16-0419

6.	Contents continued 16 to 65 and number under 16 years; category;
	date case opened; date closed; civil status; family status; color;
	length of residence; religion; minor (yes or no); illegitimacy (yes or no);
	name of worker; problems (major and secondary); on reverse side of card,
	amount of grant; classification of relief (in code); dates carried over;
7.	Arrangement Alph. by names of clients.  (Chronologically-by what? Numerically-by what?)
	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
9.	Writing Typed and handwritten on printed form.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed brinted form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of steel file drawer 6x9x18" Average 1200 cards per drawer.  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11.	Location by dates and quantities 1936 to date 6 steel file drawers on south  (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  wall in statistical clerk's office.
12.	Other information Records and equipment in excellent condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	continued from line b dates of new grant,
	recurrent grant and date closed; supplementation grant;
	amounts of emergency grant from city and state; age of
	person in new case and sex-
	continued from line H "A.D.C. Closed Coses; 1938 to date 3
	Drawers labeled "Closings"
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Author) (Publisher)
	(Place of publication) (Date of publication)





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(Form identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

	()
: <del>Counts</del>	BALTIMORE CITY State MARYLAND
Name	of agency or office **DEPRIMENT OF PUBLIC WELFRE** (Office of custody) (Office which made the record, if different)
Addres	ss of office of custody 33/ St. PAUL PLACE
	STATISTICAL DIVISION  (Name of building, room number, street address)
1. Ti	tle (STRTISTICHL RECORDS - HID TO THE BLIND - HCTIVE CASES)  (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities "FI.T.B."
	or both)
2. Da	(Earliest and latest dates; missing dates. Show exact date of breaks)
3 On	eantity 1-STEEL FILE DRAWER
<i>5.</i> &	(Number of volumes; file drawers; file boxes; bundles: other)
4. La	beling Drawer Labeled "A.T.B."
	(Explain fully; years; numbers; letters; number of records so labeled)
5. Di	scontinued and missing records
	(If record discontinued, give reason and state whether same information shown in another
r	ecord. Explain why records are missing, if possible)
	ontents CONTRINING RCTIVE STRTISTICAL RECORDS OF HID TO THE BLIND,  (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,  OVERING THE ENTIRE HISTORY OF THE CASE TO SERVE IN PREPARING.  Their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	TRISTICAL REPORTSCARDS SHOW NAME AND ADDRESS OF MAN OR each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
_h	OMAN, DEPARTMENT OF PUBLIC WELFARE AND CENTRAL FURCHASING
Z	RUREAU NUMBERS, WARII NUMBER, DATE CASE OPENED AND DATE CASE
<u>C</u>	LOSEI, NAME OF WORKER, PERSONS IN FAMILY - SHOWING NAMES-SEX-ILATE
C	O-OPERATIVE AGENCY, DATE MADE, THIE CANCELLED, FAMILY STATUS-L.C.
M	PRRIED COUPLE - UNMARRIED COUPLE - UNMARRIED MOTHER - WITOW-WITOWER.

6.	Contents—continued MAN OR WOMAN-DESERTED - DIVORCED-SEPARATED - MARRIED
	COUPLE APART - SINGLE MAN OR SINGLE WOMEN - GRAND-FATHER - GRAND-
	MOTHER -BROTHER - SISTER - STEP-FATHER - STEP-MOTHER-STEP-BROTHER-STEP
	SISTER HND UN-ATTACHED, EMPLOYABLES, MALE OR FEMALE, PROBLEMS MAT
	OR SECONDARY, TYPE OF INDUSTRY AND OCCUPATION; COLOR, RELIGION, LINE 12
7.	Arrangement HAPHHDETICHALY By NAMES OF CLIENT (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	Indexing None (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing HANJIWRITTEN AND TYPED ON PRINTED CARDS.  (Handwritten Printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size OF STEEL FILE DRAWER 6"x 9"x 18" AVERAGE 388 CARDS.  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11.	Location by dates and quantities  /936 -/-STEEL FILE IRAWER LOCATED  (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  ON SOUTH WALL OF STATISTICIANS. OFFICE,
12.	Other information RECORDS FIND EQUIPMENT FIRE IN EXCELLENT CONDITIONS (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)  CONTINUED FROM LINE 6: - YEAR TO CITY; BIRTHPLACE, NATURALIZATION,
	MINOR; ORPHAN; MINOR AND ORPHAN, ILLEGITIMATE, CORE, AMOUNT OF GRANT,
	NUMBER IN FAMILY WITH AGES RANGING FROM UNDER 16YEARS TO OVER 65YEAR
٠	EMERGENCIES FOR STATE AND CITY AND SUPPLEMENTATION; ALSO I'F CASE
	IS CARRIED OVER FROM PREVIOUS PERIOD, INTRICE REPORT WHETHER - NEW-
	OND-RECURRENT ASSISTED AND CASE CLOSED.
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)

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Kovoko-Scott

(Form identification number)

#### WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WAŞHINGTON, D. C.

County Boltimore City State Maryland
_
Name of agency or office Department of Public Welfore (Office of custody) (Office which made the record, if different)
Address of office of custody 331 St. Paul Place (Name of building, room number, street address)
1. Title (Statistical Record - Assistance To Blind - (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities  ACTIVE (398) A.T.B.
or both) 2 Dates 1937
2. Dates. 1931 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity   Steel file drawer
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Drawer labeled A.T.B. 1937 A-Z'  (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing recordsNone
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents <u>Vearly statistical card record of active cases</u> ; (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
monthly and yearly reports for state and city are prepared their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
from this record covering entire history of each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
individual, the family group and the distribution of
allowances, also referred to for comparison of prior relief
received by clients; cards show name and address of client;
dote and reason for closing; name of cooperative agency Lifony)
Dept. of Public Welfare number. Central Payroll Bureau number;

6.	Contents—continued number in family; number of persons 65 and
	over, 16 to 65 and number under 16 years; cotegory; date case
	opened; date closed; civil status; family status; color; lendth
	of residence; religion; minor (yes or no); illigetimacy (yes or r
	name ofworker; problems (major and secondary); (continue on line 12)
7.	Arrangement Alph, by names of clients (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
9.	Writing Tuped and hand whiteen on printed forms  (Handwitten, Handwritten printed form, Handwritten printed head, Typed, Typed printed form, Typed printed head.
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing)  Size of steel file drawer 6" x 9 x 18" Approx. 400 cards  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	······································
11.	Location by dates and quantities 1937, 1 steel file drawer on south  (Room, vault, wall—NES. W., section, bin, shelf, cabinet, on floor)  Wall in statistical elerks office.
12.	Other information Records and equipment in excellent conditions (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	continued from line 12 on reverse side of card,
	amount of brant; classification of relief (in code); dates
	carried over; dates of new grant, recurrent grant and
	date closed; supplementation grant; amounts of
	emergency grant from city and state; age of person in
	new case and sex:
19-	(Author) (Publisher)
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		•		•							NUMBER						Worker			
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Cooper. Agency Date Canc.					FAMILY STATUS  NOW MW MW MW  MC UC UM W Wr Doe Div Sep MCA SM SW						LA									
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Kovaka - Scott
(Worker's full name)

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#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

county Baltimore Cit	4 State Mdr	ylond	
Name of agency or office Depo	·		
2 7	(Office of custody) (Office which m		
Address of office of custody 33	1 St. Paul Plac		
	(Name of building, room r	iumber, street address)	
1. Title Statistical: (Give present full title in quotes	Record - Assistance	e To Blind-	- Active
(Give present full title in quotes	assigned title, if any, in brackets. If record h	as had other titles, list them with d	ates or quantities
or both)			
2. Dates, 1938			
•	Earliest and latest dates: missing dates. Show e	exact date of breaks)	
3. Quantity 2 Steel file	(Number of volumes; file drawers; file bo	reat hundles to they	
4. Labeling Drawers r		xes; bundles; other)	1.
4. Labeling	(Explain fully; years; numbers; letters; numbers	per of records so labeled)	
5. Discontinued and missing recor	ds 'None	•	
	(If record discontinued, give reason and	state whether same information sh	nown in another
		<b>-</b>	
record. Explain why records are missing,	if possible)		
			·
6. Contents <u>Gearly statis</u>	stical card record	shown Summary of forms used in	S&S
	u reports for state of miscellaneous record, detailed information as		
from this record each should be given. Unless contents of	covering entire these records are described by other Forms 12-	history of ind	ividual,
, ,	up and the dis	•	,
•	for comparison of		
by clients; cards	show name and	address of el	ient; date
	losing; name of co	·	
Dept. of Public We	elfore number; Cen	tral Payroll 13	Jureau.
WPA Form 12-13HR—Revised	(See reverse side)		16-6419

6.	Contents—continued number; number in family; number of persons
	65 and over, 16 to 65 and number under 16 years; category;
	date cose opened; date closed; civil status; family
	status; color; length of residence; religion; minorlyes or
	no); illegitimacy (yes or no); name of worker; (cont. on line 12)
7.	Arrangement Alph. by names of clients (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by .
•	title and identification number)
9.	Writing Typed and hand written on printed forms.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
10.	Printed. Photostat. Other. Give months and years covered by each kind of writing)  Size of steel file arawer bx 9 x 18" Average number of pages or documents)
11.	Location by dates and quantities 1938 to date, 2 steel file drawers on (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) south wall in statistical clerk's office.
12.	Other information Records and equipment in excellent condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)  continued from line 6 problems (major and
	secondary); on reverse side of card amount of grant;
	classification of relief (in code); dates carried over;
	dates of new drant, recurrent grant and date closed;
	supplementation grant; amounts of emergency grant
	from city and state; age of person in new case and sex.
13.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)
	U. S. GOVERNMENT PRINTING OFFICE O. 18—6419

57 1937-1938

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SCOTT-KOVAKA

1-25-39

56

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

£ or	BALTIMORE CITY State MARYLAND
	me of agency or office DEPARTMENT OF PUBLIC WELFARE
	(Office of custody) (Office which made the record, if different)
Add	dress of office of custody 331 St. Phul Place
	STATISTICAL DIVISION  (Name of building, room number, street address)
1	Title (STATISTICAL RECORDS—HID TO THE BLIND)
1,	Title STATISTICAL RECORDS—HID TO THE BLIND)  (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities  1938 CLOSINGS  1937.5+A+1/8+1/CAL RECORD-ASSISTANCE TO
	"1938 CLOSINGS" 1937. STATISTICAL RECORD - ASSISTANCE TO
	or both) BLING.
2.	Dates. 1938 (Earliest and latest dates; missing dates. Show exact date of breaks)
	(Earliest and latest dates; missing dates. Show exact date of breaks)
3.	Quantity 1-STEEL FILE DRAWER
	(Number of volumes; file drawers; file boxes; bundles; other)
4.	Labeling <i>DRAWER LABELED</i> - "1938 CLOSINGS"  (Explain fully; years; numbers; letters; number of records so labeled)
E	Discontinued and missing records NONE
э.	(If record discontinued, give reason and state whether same information shown in another
	record. Explain why records are missing, if possible)
•	
	CONTRINING CLOSED STATISTICAL RECORDS OF RID TO THE BLIND, COVERING
6.	Contents THE ENTIRE HISTORY OF THE CASE TO SERVE IN PREPARING STATISTICAL REPORTS, SHOWING (Purpose and general nature of fecord. Principal items of information shown. Summary of forms used in making record.
	NAME AND ROURESS OF MAN OR WOMAN. DEPARTMENT OF PUBLIC WELFARE AND their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
	CENTRAL PURCHASING BUREAU NUMBERS, WARD NUMBER, DATE CASE OPENED each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
	AND DATE CASE CLOSED, NAME OF WORKER, PERSONS IN FAMILY-GIVING
	NAMES - SEX-DATE, CO-OPERATIVE AGENCY; DATE MARE, DATE CANCELLED, FAMILY
	STATUS - i.C - MARRIED COUPLE - UNMARRIED COUPLE - UNMARRIED MOTHER - WI DOW - WIDOWER
	MAN OR WOMAN - DESERTED - DIVORCED - SEPARATED - MARRIED COUPLE RPART-
	SINGLE MAN OR SINGLE WOMAN - GRAND-FATHER-GRAND-MOTHER - BROTHER- SISTER-
WP	A Roym 12_13HR_Ravised (San ravarse side) 106410

٠.	Contents—continued STEP-FATWER - STEP-MONIER - STEP-BROTHER - STEP-SISTER AND
	UN-ATTRCHED; EMPLOYABLES, MALE OR FEMALE; PROBLEMS (MAJOR OR SECONDARY)
	TYPE OF INDUSTRY AND OCCUPATION, COLOR, RELIGION, JEAR TO CITY, BIRTHPLACE,
	NATURALIZATION; MINOR, ORPHAN, MINOR AND ORPHAN, LIEGITIMACY; CODE, AMOUNT OF
	CONT; GRANT; NUMBER IN FAMILY WITH AGES RANGING FROM UNDER 16 YEARS TO OVER \$ 1.1NE 12.
7.	Arrangement ALPHREETICALLY BY NAMES OF CLIENTS.  (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	Industing NaME
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
١.	Writing HANDWRITTEN FIND TYPED ON PRINTED CARDS. SEE SEPIAL 54 FOIR
	Writing HANDWRITTEN FIND TYPED ON PRINTED CHRUS. SEE SERIAL 54 Folk (Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form, Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
).	Size OF STEEL FILE DRAWER 6"x9"x/8" AVERAGE 450 CARDS  (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
	TOURTE Location by dates and quantities 1938, - 1-STEEL FILE DRHWER, LOCATED ON SOUTH (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor) WALL OF STRTISTICAL CLERKS OFFICE.
2.	Other information / ECORDS AND EQUIPMENT ARE IN EXCELLENT CONDITION.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	CONTINUED FROM LINE 6:= 65 YEARS, EMERGENCIES FOR STATE AND CITY AND
	SUPPLEMENTATION, ALSO IF CASE IS CHRRIED OVER FROM PREVIOUS PERIOD.
	INTHKE REPORT WHETHER - NEW- OLD-RECURRENT) ASSISTED AND CASE CLASED.
	INTERE REPORTANTEMENT NEW- OLD - REQUERENT HAS ISTED AND CASE CLOSED.
٠.	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication)

58 believe and marking

Kovaka-Scott

 $\begin{array}{ccc}
COTT & & & & \\
-3-36 & & & \\
\text{s full name}) & & & \\
\end{array}$ 

(Form Identification number)

#### WORKS PROGRESS ADMINISTRATION

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

County Baltimore City State Maryland
Name of agency or office Department of Public Welfore (Office of custody) (Office which made the record, of different)
Address of office of custody 331 St. Paul Place.
Address of office of custody
JTATISTICAL LIVISION
1. Title Statistical Cards - Old Age Assistance) (Give present full title in quotes; assigned title, if any, in brackets. Record has had other titles, list them with dates or quantities
(Give present full title in quotes: assigned title, if any, in brackets. Record has had other titles, list them with dates or quantities  OAA - 1937 - Closed"
2. Dates. 1937
2. Dates. 1957 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 2 Steel file drowers
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Diawer labeled - O.A.A 1937 - Closed Containing (line 12) (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
STATISTICAL CARDS FOR OLD AGE ASSISTANCE
6. Contents SHOW NAME AND ADDRESS OF CLIENT DATE AND REASON FOR CLOSING, (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
NAME OF COOPERATIVE REENCY, DEPARTMENT OF PUBLIC WELFARE NUMBER; CENTRY their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
PRYROLL BURERU NUMBER: NUMBER IN FRMILY: NUMBER OF PERSONS 65 AND OVER each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
16 To 65 AND NUMBER UNDER 16 YEARS; CATEGORY; DATE CASE OPENED, DATE CLOSED
CIVIL STATUS, FAMILY STATUS, COLOR, LENGTH OF RESIDENCE, RELIGION, MINOR
(YES OR NO);ILLEGITIMHAY (YES OR NO), NAME OF WORKER; PROBLEMS (MAJOR
AND SECONDARY), ON REVERSE SIDE OF CARD, AMOUNT OF GRANT, CLASSIFI-
CATION OF RELIEF (CODE), DATES CHRRIED OVER; DATES OF NEW GRANT,
WPA Form 12-13HR—Revised (See reverse side) 16-6419

	SUPPLEMENTATION GRANT, AMOUNTS OF EMERGENCY GRANT FROM
	CITY AND FROM STATE, AGE OF PERSON IN NEW CASE; SEX-
	Arrangement FLPHRBETICALLY By NAMES OF CLIENTS (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
	Today to Market
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
١.	Writing TypeD AND HANDWRITTEN ON PRINTED CARDS.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	(Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
).	Size OF STEEL TRAWERS 6" x 9" x 18" AVERAGE   500 CARDS FER TRAW
	(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
1.	Location by dates and quantities 1937 2 STEEL FILE TRAWERS, LOCATED  (Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
	ON SOUTH WALL OF STATISTICAL CLERK'S OFFICE.
),,	ON JOUTH WALL OF STATISTICAL CLERK'S OFFICE.  Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION:  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
•	Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION:  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION:  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  Whether record is known to have been kept earlier than dates shown in item 2)
	Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  Whether record is known to have been kept earlier than dates shown in item 2)  continued from line 4 — records for 1937 and 1938;
•	Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION:  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  Whether record is known to have been kept earlier than dates shown in item 2)
2.	Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  Whether record is known to have been kept earlier than dates shown in item 2)  continued from line 4 — records for 1937 and 1938;
	Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  Whether record is known to have been kept earlier than dates shown in item 2)  continued from line 4 - records for 1937 and 1938;  1939 I drawer not labeled.  Note:-City and state reports (monthly and yearly) are
•	Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION:  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  Whether record is known to have been kept earlier than dates shown in item 2)  continued from line 4 records for 1937 and 1938;  1939, I drawer not labeled.
	Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  Whether record is known to have been kept earlier than dates shown in item 2)  continued from line 4 records for 1937 and 1938;  1939, I drawer not labeled.  Note:-City and state reports (monthly and yearly) are made from these records, also referred to for comparison
	Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  Whether record is known to have been kept earlier than dates shown in item 2)  continued from line 4 records for 1937 and 1938;  1939, I drawer not labeled.  Note:-City and state reports (monthly and yearly) are made from these records, also referred to for comparison of prior relief allotments and DISTRIBUTIONS.
	Other information RECORDS AND EQUIPMENT IN EXCELLENT CONDITION.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  Whether record is known to have been kept earlier than dates shown in item 2)  continued from line 4 records for 1937 and 1938;  1939, I drawer not labeled.  Note:-City and state reports (monthly and yearly) are made from these records, also referred to for comparison

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Kovoka-Scott	2-3-39	·
(Worker's full name)	(Date)	(Form ld

(Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

county Baltimore City State Maryland
Name of agency or office Department of Public Welfare  (Office of custody) (Office which made the record, if different),
Address of office of custody 331 St. Paul Place.
(Name of building, room number, street address)
1. Title Statistical Record - Old Age Assistance - Active (Give present full title in quotes: assigned title, if any. in brackets. If record has had other titles, list them with dates or quantities
(dses)
2. Dates 1937 — - ·
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 4 Steel file drowers
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Drawers not labeled. (2 drawers 1937: 1 drawers 1938-39)  (Explain fully; years; numbers; letters: number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Learly statistical cord record of active cases monthly (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
and yearly reports for state and city are prepared from this their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
record covering entire history of individual the family each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached)
group and the distribution of allowances, also referred to for
comparison of prior relief received by clients; cords show
name and address of client; date and reason for closing inome
of co-operative agency (if any); Dept. of Public Welfare number; Central
Payroll Bureau number; number in family; number of persons 65 and
WPA Form 12-13HR—Revised (See reverse side) 16-6419

6.	Contents—continued over, 16 to 65 and number under 16 years; category
	date case opened; date closed; civil status; family status; colo
	enoth of residence; religion; minorlyes or no); illigetimocylyeso
	no); name of worker; problems (mojor and secondary); on reverse
	side of card, amount of grant; classification of relief (in code);
7	
7.	Arrangement Alph by names of clients.  (Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8.	Indexing None (Self-contained-describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing Typed and hand written on printed forms.  (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of steel file drower 6'x9"x18" Average number of pages or documents)
	· · · · · · · · · · · · · · · · · · ·
11.	Location by dates and quantities 1937 to date, 2 steel file drawers on south
	wall in statistical clerk's office.
12.	Other information Records and equipment in excellent condition.  (Condition of record if not good) Relation to other records. Information on prior, subsequent, or similar records.
	(Condition of record if not good) Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)  continued from line b
	grant, recurrent grant and date closed; supplementation grant;
	amounts of emergency grant from city and state; age
	of person in new case and sex.
13.	For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication) (Date of publication)

59 1937-1938

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Kova Ka - Scott
(Worker's full name)

2-6-39

59

(Date)

(Form Identification number)

# WORKS PROGRESS ADMINISTRATION DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS THE HISTORICAL RECORDS SURVEY: 1937 1734 NEW YORK AVE. NW. WASHINGTON, D. C.

county Baltimore City State Maryland
Name of agency or office Department of Public Welfare.  (Office of custody) (Office which made the record, if different)
Address of office of custody: 331 St. Paul Place
(Name of building, room number, street address)
Aid to tHE BLING.  1. Title (Statistical Record - Assistance To Blind -  (Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
Closed Coses)
or both) 2. Dates. 1937.
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity   Steel file arawer (Number of volumes; file boxes; bundles; other)
4. Labeling Not labeled  (Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)
6. Contents Yearly statistical card record of closed (Purpose and seneral nature of record. Principal items of information shown. Summary of forms used in making record,
cases; monthly and yearly reports for state and city their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached
of individual, the family group and the distribution of
allowances, also referred to for comparison of prior relief
received by clients; cords show name and address of
client; date and reason for closing; name of cooperative
•

G	Contents-continued Public Welfore number; Central Payroll Bureau
υ.	
	number: number in family; number of persons 65 and over, 16
	to 65 and number under 16 years; eaterory; date case opened;
	date closed; civil status; family status; color; length of residence;
	religion; minor (yes or no); illigetimacy (yes or no); (cont. online 12)
7.	Arrangement Alph. by names of clients.  (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
8.	Indexing None
	(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
	title and identification number)
9.	Writing   uped and hand-written on orinted cords (Hendwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.
	Printed. Photostat. Other. Give months and years covered by each kind of writing)
10.	Size of steel file drawer 6x9x18" Approx. 200 cards.  (Of record or container. Height, width, thickness or depth. Average humber of pages or documents)
<b>L1.</b>	Location by dates and quantities 1937, 1 steel file drawer on south  (Room. vault, wall-N. E. S. W., section, bin, shelf, cabinet, on floor)  wall in statistical clerks office
12.	Other information Records and equipment in excellent condition.  (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
	Whether record is known to have been kept earlier than dates shown in item 2)
	continued from line 6 name of worker; problems (major
	and secondary); on reverse side of card, amount of grant;
	classification of relief (in code); dates carried over; dates of
	new grant, recurrent grant and date closed; supplementation
	grant; omounts of emergency grant from city and from
	state; age of person in new case and sex.
l <b>3</b> .	(For use in Florida.) Early imprints(Author) (Publisher)
	(Place of publication)

•	
State	· Maryland
City or town	Baltimore.

## WORKS PROGRESS ADMINISTRATION SURVEY OF FEDERAL ARCHIVES

Report No	335	
Sheet	1	
of	1 sheets	3

#### REPORT ON SERIALS

, "AT (1) '11'	Palatimana Ottm Court House		
1. Name of building	g Baltimore City Court House		
2. Address of buildi	ing <u>Calvert and Fayette Streets</u>	3. Room No	12.
4. Agency of origin	Department of Labor	5. Subdivision	Immigra-
tion and Na	turalization Service, Field Service	Branch. Distric	<b>t</b> # 5
(Ma	aryland)		
6. Agency of custod	ly / Court of Common Pleas	7. Subdivision 9	lerk of Court
<i>f</i>	<u></u>		
8. Title of serial	Petitions and Applications for	or Naturalizatio	n.
/	(Give title of serial as entered on label of		
·/	(Civil and Military).	·	
9 Dates	1906 to present date.		•
J Daves	(Give inclusive dates, and report any gaps tha	at may exist in the seriai)	<del></del>
<u>/</u>			
10 Additional dance	iption Entered in books as applificat:		0
Additional descri	(Examine records carefully, noting method of organicorrespondence, reports, to		
	•	·	
or applicat	ions for Naturalization, Naturaliza	tion records of	Minors, Records
on Declarat	ion, and Declarations of Intentions	• All records	Minors, Records
on Declarat		• All records	
on Declarat	ion, and Declarations of Intentions	• All records	
on Declarat	ion, and Declarations of Intentions	• All records	
on Declarat	ion, and Declarations of Intentions	• All records	
on Declarat application	ion, and Declarations of Intentions s-for-citizenship-in-the United Sta	• All records	
on Declarat	ion, and Declarations of Intentions s-for-citizenship-in-the United Sta	• All records	
on Declarat application	ion, and Declarations of Intentions s-for-citizenship-in-the United Sta	• All records	
application	ion, and Declarations of Intentions sefor citizenship in the United Sta	• All records	pertain to
application	ion, and Declarations of Intentions s-for-citizenship-in-the United Sta	• All records	pertain to
application  11. What use is mad	ion, and Declarations of Intentions  s. For citizenship in the United Sta  e of them? Rarely  e? Occasional reference for info	• All records	pertain to
application  application  What use is mad  For what purpose  gration and	ion, and Declarations of Intentions  s-for-citizenship in the United Sta  e of them? Rarely  e? Occasional reference for info	• All records	pertain to
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on Declarat application  11. What use is mad  12. For what purpose gration and	ion, and Declarations of Intentions  s-for-citizenship in the United Sta  e of them? Rarely  e? Occasional reference for informaturalization.	• All records  tes of America.	pertain to

14. Check in squares the form in which archives	are maintained:
(1) Bound volumes 🕱 🐔	(5) Covers
(2) Folders	(6) Loose-leaf books
(3) Envelopes	(7) Bundles or paper packages
(4) Pockets	(8) Other forms 46. Bound Books
	(c) Owner round
, , , , , , , , , , , , , , , , , , , ,	
18. Size 10"x16" and 9\frac{1}{2}"x14"  (Give dimensions of above)	7 Feet, 6 Inches
(Give dimensions of above)	(Give total linear feet of archives)
17. Indicate the number and type of containers in	a the following blanks.
Indicate the number and type of containers in	t the following blanks.
(1) Filing cases 37 steel shelves.	(2) Transfer cases
(3) Folded document holders	(4) Card'cabinets
(5) Shelves	(Give brief description) المُقْتِينَا
(A) TV 1 1	· , , , , , , , , , , , , , , , , , , ,
(6) Wooden boxes	(Give size also)
(7) Paper or pasteboard boxes	
٠.	(Give size also)
(8) Other types Open Book rack	(Give brief description)
	(Give brief description)
10 Obod in any miles of the fallow	197
18. Check in squares evidences of the following co	onditions of the archives:
(1) Damaged by fire	(O) D
(2) Damaged by water	(8) Papers dirty or sooty
(3) Damaged by vermin	(9) Papers torn
(4) Damaged by rodents	(10) Papers scattered
	(11) Bindings broken
(5) Damaged by careless handling	(12) Ink faded
(6) Damaged by faulty containers	(40) Out and
(7) Paper brittle	(13) Other conditions Good
19. Persons contacted Mr. Y. Claypoole, (	Common Pleas Court Clerk.
(List individuals, with their titles,	who have supplied information or who could supply information about the archives)
20. Additional information These records a	also contain rules and regulations
	and the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second s
Roverning the reduirements for elli	gibility for citizenship. They also
contain records of oaths made by a	pplicants, renouncing allegiance to all
Foreign Powers and Potentates. and	swearing allegiance to the United States
of America.	
· ·	
SIGNED BY Bernard J. Spresser	Approved By A. H. Burnham
SIGNED BY Bernard J. Spresser Field work	Fer. Project superintendent.
DATE4/21/36	affind-Vature
DATE	•

BJS.

State	Baltimore
City or	Maryland.

### WORKS PROGRESS ADMINISTRATION SURVEY OF FEDERAL ARCHIVES

Report No	336
Sheet	•
of	1 sheets

#### REPORT ON SERIALS

. Name of building	Baltimore City Court House		
. Address of building .	Calvert and Fayette Streets	3. Room No	Alcove of Room #12.
. Agency of origin	Department of Labor	5. Subdivision.	Immigration
	A		·
and <u>Naturaliza</u> ( Maryl	tion Service. Field Service Braz	och. District A	§5
	/ Court of Common Pleas	. 7. Subdivision.	Clerk of
Court.			
Title of serial	Applications for Naturalizati (Give title of serial as entered on label or		
Dates	1796 to 1906		
<b>2</b> 4000	(Give inclusive dates, and report any gaps that	may exist in the serial)	
consist of civ	(Examine records carefully, noting method of organiz correspondence, reports, ta  il and military applications for	ation and noting particularly bulations, charts, maps, etc.) Naturalization	the type, that is, whether  records of
minors natural	(Examine records carefully, noting method of organiz correspondence, reports, ta	ation and noting particularly bulations, charts, maps, etc.)  Naturalization  and Declaration	the type, that is, whether  records of
minors natural	(Examine records carefully, noting method of organiz correspondence, reports, ta il and military applications for ization, records of Declaration	ation and noting particularly bulations, charts, maps, etc.)  Naturalization  and Declaration	the type, that is, whether  records of
minors natural	(Examine records carefully, noting method of organiz correspondence, reports, ta il and military applications for ization, records of Declaration	ation and noting particularly bulations, charts, maps, etc.)  Naturalization  and Declaration	the type, that is, whether  records of  of intention
minors natural	(Examine records carefully, noting method of organiz correspondence, reports, ta  il and military applications for ization, records of Declaration  ns refer to requests for citizens	ation and noting particularly bulations, charts, maps, etc.)  Naturalization  and Declaration	the type, that is, whether  records of
minors natural All applicatio	(Examine records carefully, noting method of organiz correspondence, reports, ta  il and military applications for ization, records of Declaration  ns refer to requests for citizens	ation and noting particularly bulations, charts, maps, etc.)  Naturalization  and Declaration	the type, that is, whether  records of
minors natural All applicatio	(Examine records carefully, noting method of organiz correspondence, reports, ta  il and military applications for ization, records of Declaration  ns refer to requests for citizens	ation and noting particularly bulations, charts, maps, etc.)  Naturalization  and Declaration  and Declaration	the type, that is, whether  records of
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minors natural All_applicatio America  What use is made of  For what purpose?	(Examine records carefully, noting method of organiz correspondence, reports, ta  il and military applications for  ization, records of Declaration  ns refer to requests for citizens  them? Rarely	ation and noting particularly bulations, charts, maps, etc.)  Naturalization  and Declaration  thip of the Uni	the type, that is, whether  records of  of intention.  tea States of
Minors natural All application America: What use is made of	(Examine records carefully, noting method of organiz correspondence, reports, ta  il and military applications for  ization, records of Declaration  ns refer to requests for citizens  them? Rarely  Tised for reference. Rarely	ation and noting particularly bulations, charts, maps, etc.)  Naturalization  and Declaration  thip of the Uni	the type, that is, whether  records of  of intention.  tea States of

14. Check in squares the form in which archives	are maintained:
(f) Bound volumes 🕱 😘	(5) Covers
(2) Folders.	(6) Loose-leaf books
(3) Envelopes	(7) Bundles or paper packages
(4) Pockets	(8) Other forms 32 BOOKS
15. Size 11½"x17, 9½"x14", 12"x18", 10½ (Give dimensions of above)	Give total linear feet of archives)
17. Indicate the number and type of containers in	in the following blanks:
'(1) Filing cases	(2) Transfer cases
(3) Folded document holders	(4) Card cabinets
3 Wooden open	
(5) Shelves 3, wooden, open	(Give brief description)
(6) Wooden boxes	
(b) Wooden boxes	(Give size also)
· (7) Paper or pasteboard boxes	· · · · · · · · · · · · · · · · · · ·
alou lonon cohinet	(Give size also)
Other types 1 open cabinet	(Give brief description)
18. Check in squares evidences of the following of	conditions of the archives:
	and the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second s
(1) Damaged by fire	(8) Papers dirty or sooty
(2) Damaged by water	(9) Papers torn
(3) Damaged by vermin	(10) Papers scattered
(4) Damaged by rodents	(11) Bindings broken
(5) Damaged by careless handling	(12) Ink faded
(6) Damaged by faulty containers	
(7) Paper brittle	(13) Other conditions Good
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19. Persons contacted Mr. Y. Claypoole C	Nonk Common Diseas Count
	s, who have supplied information or who could supply information about the archives)
20. Additional information Applications for	
of Room 12,	·
can be found in basement / City Cou	urthouse, Baltimore, Maryland, Applications
contain rules and regulations gove	erning the requirements for becoming a
citizen, records of oaths made by	applicants and names and signatures of
court attaches. See Report on Se	rials, Baltimore, Md., No. 337.
SIGNED BY W. W. Alvey Field wor	APPROVED BY A. H. Burnham  Project superintendent.
r teta wor	Troject superimendem:
DATE4/21/36	affined-04/um
(BJS.)	U. S. GOVERNMENT PRINTING OFFICE 16—5088

State	Maryland,
City or town	Baltimore.

## WORKS PROGRESS ADMINISTRATION SURVEY OF FEDERAL ARCHIVES

Report No	337	
Sheet	1	
of	<u> </u>	sheets

#### REPORT ON SERIALS

_			Basement of
Address of building	Calvert and Fayette Streets	3. Room No	Room #12.
Agency of origin	Department of Labor	5. Subdivision	Immigration
and Naturaliza	tion Service. Field Service Branc	sk. District #5	
(Mary	yland )		
Agency of custody	/ Court of Common Pleas	7. Subdivision	Clerk of
Court.	·		
Title of serial	Applications for Naturalizati	on	***
litie oi seriai	(Give title of serial as entered on label or		<del></del>
<u>r</u>	•		
Dates	1796 to 1906 (Give inclusive dates, and report any gaps that	may exist in the social	
	(Orve melasive dates, and report any gaps that	may exist in the serial)	
Č.	Entered in Book as application (Examine records carefully, noting method of organize correspondence, reports, talks for Naturalization, Naturalizations on Declaration, and Declaration	ation and noting particularly bulations, charts, maps, etc.)	the type, that is, whethe
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alization Reco	(Examine records carefully, noting method of organize correspondence, reports, talks for Naturalization, Naturalizations on Declaration, and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and Declaration and D	ation and noting particularly bulations, charts, maps, etc.)  ion Record of I ons of Intention  of the United	the type, that is, whethe
alization Reco	(Examine records carefully, noting method of organizerrespondence, reports, talks for Naturalization, Naturalizations on Declaration, and Declarations on Declaration, and Declarations of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of	ation and noting particularly bulations, charts, maps, etc.)  ion Record of I ons of Intention  of the United	the type, that is, whethe
alization Reco	(Examine records carefully, noting method of organizerrespondence, reports, talks for Naturalization, Naturalizations on Declaration, and Declarations on Declaration, and Declarations of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of	ion Record of Months of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intent	the type, that is, whethe  Minors, Natur-  Ons. All  States=of-
alization Reco	(Examine records carefully, noting method of organize correspondence, reports, talks for Naturalization, Naturalizations on Declaration, and Declarations on Declaration of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Control of Cont	ion Record of Months of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intentions of Intent	the type, that is, whethe  Minors, Natur-  Ons. All  States=of-

Bound volumes 😨 66	(5) Covers
(2) Folders	(6) Loose-leaf books
(3) Envelopes	(7) Bundles or paper packages
(4) Pockets	(8) Other forms <u>-66 Bound Books</u>
(1) 1000005	(a) Other forms
<b>F</b>	/ //
5. Size 10"x16"	Volume 6 Feet, 6 Inches
(Give dimensions of above)	(Give total linear feet of archives)
# T 1' 4 (1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Contro
7. Indicate the number and type of container	s in the following blanks:
Filing cases 68 Steel Shelves	(2) Transfer cases
<b>7</b> ,	(2) Transier Cases
(3) Folded document holders	(4) Card cabinets
(5) Shelves	
	(Give brief description)
(6) Wooden boxes	
<b>6</b>	(Give size also)
(7) Paper or pasteboard boxes	(Give size also)
(e) other tomor Onen Books: wack	
(8) Gener types Open Dook Lacks	(Give brief description)
(1) Damaged by fire  (2) Damaged by water	(8) Papers dirty or sooty  (9) Papers torn
(3) Damaged by vermin	(10) Papers scattered
(4) Damaged by rodents	(11) Bindings broken
(5) Damaged by careless handling	(12) Ink faded
(6) Damaged by faulty containers	
(7) Paper brittle	(13) Other conditionsGood
D. W. W. Oleman	
Persons contacted Mr. Y. Claypoole (List individuals, with their tit	. Common Pleas Court Clerk.  ties, who have supplied information or who could supply information about the archives
, , , , , , , , , , , , , , , , , , , ,	4
Additional information Application	s and Records contain rules and regulations
. IXCCIOOLAI IIIOIIIIAUOII	W. SAME TO SAME AND THE SAME TO SAME TO SAME TO SAME TO SAME TO SAME TO SAME TO SAME TO SAME TO SAME TO SAME SAME TO SAME SAME SAME SAME SAME SAME SAME SAME
governing the requirements for El	ligibility for citizenship, records of
oaths by applicants, renouncing a	ællegiance to all foreign powers, and
swearing allegiance to the United	d States of America; and names and signatures
	· · · · · · · · · · · · · · · · · · ·
of court attaches. See Report of	n Serials, Baltimore, Md., No. 336.
SIGNED BY Bernard J. Spresser Field u	APPROVED BY A. H. Burnham
	APPROVED BY A. H. Burnham  worker. Project superintender
Field u	
Field u	011
	affirmed-Va Tu
DATE4/21/36	affirmed-Va Tu

State	Maryland	
City	or Baltimore	

#### SURVEY OF FEDERAL ARCHIVES

Report No.	1988
Sheet	1
20	1 Sheets

. Name of building	Court House		
a. Address of building	Calvert and Fayette Street	s 3. Room Number	Alcove, Room 14
. Agency of origin	Department of Labor	5. Subdivision	Immigration and
Naturalization Serv	ice, Field Service Branch, J	Matrict No. E. Die	twist Discount
Inspector in Charge	•	ASTRICT NO. 5. DIS	LFICE DIRECTOR,
Agency of custody	City of Baltimore	7. Subdivision _	Clerk of the
Court of Common Plea	as.		
. Title of serial	Payments for Petition for (Give title of serial as entered of		
. Dates	October, 1906 to Septem		
	includes dates and manage and gan	s that may exist in the s	erial)
	inclusive dates, and report any gap	•	
(G1 <b>∀e</b>	ion <u>Filed chronologically.</u> (Examine records carefully, noti	Record shows date	n and noting particular.
(01ve	ion <u>Filed chronologically.</u> (Examine records carefully, notithe type, that is, whether correstid.	Record shows date	n and noting particular
(G1¥e	ion <u>Filed chronologically.</u> (Examine records carefully, notithe type, that is, whether correstid.	Record shows date ng method of organization pondence, reports, tabulat	n and noting particular;
. Additional descript number and amount pai	ion <u>Filed chronologically.</u> (Examine records carefully, notithe type, that is, whether correstid.	Record shows date ng method of organization pondence, reports, tabulat	n and noting particular
. Additional descript number and amount pai	ion <u>Filed chronologically.</u> (Examine records carefully, notithe type, that is, whether correstid.	Record shows date ng method of organization pondence, reports, tabulat	n and noting particular.
(Cive	ion Filed chronologically.  (Examine records carefully, noting the type, that is, whether corrested.	Record shows date ng method of organization pondence, reports, tabulat	n and noting particular
. Additional descript number and amount pai	ion Filed chronologically.  (Examine records carefully, notithe type, that is, whether corrested.  If them? Rarely	Record shows date ng method of organization pondence, reports, tabulat	n and noting particular

14.	Check in squares the form in which archives are maintained:
	(1) Bound Volumes X (5) Covers (2) Folders (6) Loose-leaf books (7) Bundles or paper packages (8) Other forms
15.	Size 10" X 16" 16. Volume 1/2 inch (Give dimensions of above) (Give total linear feet of archives)
	Indicate the number and type of containers in the following blanks:
,	(1) Filing cases (2) Transfer cases
	(3) Folded document holders(4) Card Cabinets
	(5) Shelves (Give brief description) 1, open, wood
	(6) Wooden boxes (Give size also)
	(7) Paper or pasteboard boxes (Give size also)
	(8) Other types (Give brief description)
	Check in squares evidences of the following conditions of the archives:  (1) Damaged by fire (2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers  (10) Papers scattered (11) Bindings broken (12) Ink faded (13) Other conditions  Good
19.	Persons contacted J. C. Daily, Clerk  (List individuals, with their titles, who have supplied information or who could supply information about the archives)
20.	Additional information None
Sig	ned by Leona McCullough Approved by C. M. Shepherd FIELD WORKER PROJECT SUPERINTENDENT
Dat	e November, 9, 1936 PHS affroned - T. a. Turun

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State	Maryland
City or	Baltimore
Town	

#### SURVEY OF FEDERAL ARCHIVES

Report No.	1989	
Sheet	1	
of	1	Sheets

		Count House	
1.	Name of building_	Court House	
2.	Address of building	g Calvert and Fayette Streets	3. Room Number Cellar
Д.	Agency of origin_	Department of Labor	5. Subdivision Immigration and
N	aturalization Serv	ce. Field Service Branch. Dis	trict #5. District Director.
	nspector in Charge	· · · · · · · · · · · · · · · · · · ·	
			7. Subdivision Clerk of the Cour
	of	Common Pleas	
8.	Title of serial	Naturalization Docket	
		(Give title of serial as entered on	label or as indicated by custodian)
9.	Dates	1796 to 1849	
	. (01	we inclusive dates, and report any gape	that may exist in the serial)
	·		
			· ·
10.	Additional descrip	ption Filed chronologically	7. Record shows name and county of
		(Exemine records carefully, noting the type that is, whether correspond	ng method of organization and noting particular pondence, reports, tabulations, charts, maps, etc
	aumliannh fam ai		ame of court, and date of declaration
	applicant for CI	tizenship, name or withess, na	mie of court, and date of declaration
	of intentions.		·
11	. What use is made	of them? Frequently.	
			•
12	. For what purpose	? Official.	
			"
_	. 7.4 1	ntonias W	
13	3. indexes and inve	ntories None. (Describe all indexes, and c	copy all inventories, attaching copies to repor
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	

14.	. Check in squares the form in which archives a	are maintained:
	(3) Envelopes (7) But	vers  ose—leaf books  ndles or paper packages  her forms
15.	6. Size 9# x 11# 16. V	olume $2\frac{1}{2}$ inches.  (Give total linear feet of archives)
17.	7. Indicate the number and type of containers in	n the following blanks:
•	(1) Filing cases (2) T	ransfer cases
¥.,**	(3) Folded document holders(4) C	ard Cabinets
	(5) Shelves (Give brief description) 1 steel	open.
	(6) Wooden boxes (Give size also)	·
	(7) Paper or pasteboard boxes (Give size also)	
	(8) Other types (Give brief description)	
-		
18.	3. Check in squares evidences of the following	conditions of the archives:
	(2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers (8) Pa (9) Pa (10) Pa (11) Bi	aper brittle apers dirty or sooty apers torn apers scattered indings broken ak faded ther conditions  Good
19.	Persons contacted J. C. Daily, Cl	erk
•	(List individuals, with thei or who could supply informa	r titles, who have supplied information tion about the archives)
20.	o. Additional information None.	
•		•
Sig	igned by Leona McCullough Approved by	C. M. Shepherd PROJECT SUPERINTENDENT
Dat	November 9, 1936	approved - V.a. Turun

State	Maryland	]
City o	r Baltimore	

#### SURVEY OF FEDERAL ARCHIVES

Report No.	1990
Sheet	1
nf	1 Sheets

1. Name of building <u>Court</u>	<u> </u>	•	
2. Address of building Calver	t and Fayette Streets	3. Room Number_	14
4. Agency of origin Depart	ment of Labor	5. Subdivision_	Immigration and
Naturalization Service. F	ield Service Branch,	District No.5, Dis	strict Director,
Inspector in Charge.  6. Agency of custody <u>City</u>	- 0 m-1 + 1	- Subdivicion	Clerk of the
	of Baltimore	7. Subdivision/	Court of Common
Pleas.			
8. Title of serial Recor	d of Petition for Nat	urali zation	
\ <del></del>	itle of serial as entered or	n label or as indicated	by custodian)
	- <del></del>		
9. Dates 1905			
(Give inclusiv	re dates, and report any gap	s that may exist in the	Serial)
papers in the Court of Comm		age, address, bir	ations, charts, maps, etc.) th place of petitione
11. What use is made of them?	} Seldom		
12. For what purpose?	Official	,	
In tot was perpose.			
13. Indexes and inventories_	Alphahetical Index 1 (Describe all indexes, and (	n front of volume copy all inventories, at	talso complete
index in bound volume 141 X	18" X 23"		
		· · ·	

14.	Check in squares the form in which	archives are maintained:
	(1) Bound Volumes X (2) Folders (3) Envelopes (4) Pockets	(5) Covers (6) Loose-leaf books (7) Bundles or paper packages (8) Other forms
15.	Size 12½ X 19½ (Give dimensions of above)	16. Volume 3 inches (Give total linear feet of archives)
17.	Indicate the number and type of co	ontainers in the following blanks:
	(1) Filing cases	(2) Transfer cases
•		(4) Card Cabinets
	(5) Shelves (Give brief description)	1 steel, open
	(6) Wooden boxes (Give size also)	f 1
	(7) Paper or pasteboard boxes (Give	size also)
	(8) Other types (Give brief description)	
18.		following conditions of the archives:
	(5) Damaged by careless handling	(7) Paper brittle (8) Papers dirty or sooty (9) Papers torn (10) Papers scattered (11) Bindings broken (12) Ink. faded (13) Other conditions  Good
19.		als, with their titles, who have supplied information supply information about the archives)
20.	Additional information This is	an earlier form of record 2204
-	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·
Sig	rned by Leona McCullough A	Approved by C. M. Shepherd PROJECT SUPERINTENDENT
Dat	eNovember, 9, 1936	PHS approved - F. a. Turun

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WPA	Form	58.7
		4.2

State_	Maryland	
City or		
Town	Baltimore	

#### SURVEY OF FEDERAL ARCHIVES

Report No.	1991	
Sheet	1	
o <u>f</u>	1	Sheets

1.	Name of building	Court House
2.	Address of building_	Calvert and Favette Street 3. Room Number Cellar
4.	Agency of origin	Department of Labor 5. Subdivision Immigration
	and Moturelization S	ervice, Field Service Branch, District # 5, District Director,
	Inducator in Ohamas	· · · · · · · · · · · · · · · · · · ·
6.	Agency of custody	City of Baltimore 7. Subdivision Office of the
		rt of Common Pleas.
8.		Naturalization Record of Minors
•		(Give title of serial as entered on label or as indicated by custodian)
	Dates	1827 to 1906
9.		inclusive dates, and report any gaps that may exist in the serial)
	date, where oath was	(Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.) taken, name of witness, signature of clerk and date of
		•
<del>-</del> -	-	
	<del></del>	
11	. What use is made of	f them? Frequently
12	For what purpose?	Official
	<del>-</del>	
13	3. Indexes and invent	ories Alphabetical Index in front of book.
•	•	(Describe all indexes, and copy all inventories, attaching copies to report)

14. Check in squares the form in which are	thives are maintained:
(1) Bound Volumes X (2) Folders (3) Envelopes (4) Pockets	(5) Covers (6) Loose-leaf books (7) Bundles or paper packages (8) Other forms
15. Size 11" X 16"  (Give dimensions of above)	16. Volume3 feet 10 inches
17. Indicate the number and type of contain	iners in the following blanks:
(1) Filing cases.	(2) Transfer cases
(3) Folded document holders	(4) Card Cabinets
(5) Shelves (Give brief description) 1 ste	eel, open
(6) Wooden boxes (Give size also)	
(7) Paper or pasteboard boxes (Give size	also)
(8) Other types (Give brief description)	
18. Check in squares evidences of the following	lowing conditions of the archives:
(1) Damaged by fire (2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers	(7) Paper brittle (8) Papers dirty or sooty (9) Papers torn (10) Papers scattered (11) Bindings broken (12) Ink faded (13) Other conditions
19. Persons contacted J. C. Daily, Cl	erk with their titles, who have supplied information
or who could supply 20. Additional information One book, 190	y information about the archives)
·	
Signed by Katherine O'Connor Appr	PROJECT SUPERINTENDENT
Date November, 9, 1936 PHS	approved - F.a. Turner

WPA	Form 58 A

# State Maryland SURVEY OF FEDERAL ARCHIVES City or Baltimore

Town

Report No.	1992
Sheet	1
o <u>f</u>	l Sheets

1.	Name of building	Court House
2.	Address of building_	Calvert and Fayette Streets 3. Room Number 14, Alcove
4.	Agency of origin	Department of Labor 5. Subdivision Immigration and
	Naturalization Service	e, Field Service Branch, District No. 5, District Director,
	Inspector in Charge.	• • • • • • • • • • • • • • • • • • • •
6.	Agency of custody	City of Baltimore 7. Subdivision Clerk of the
	Court of Common Pleas	
8.		Numbers of Certificates of Naturalization
		(Give title of serial as entered on label or as indicated by custodian)
_	Dates	December, 1911 to December, 1922
9.	Dates	nclusive dates, and report any gaps that may exist in the serial)
	(0148 1	HCIASIAA ASTER, and Leboit and Sabe men and arrest in one solicati
lo.	Additional description	Filed chronologically. Records show certificate number,
	•	(Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)
		the type, that is, whether correspondence, reports, tandiations, that is, maps, etc.,
	name of the applicant	and month and year in which issued.
		· · · · · · · · · · · · · · · · · · ·
	·	
11	. What use is made of	them? Rarely
		•
12	. For what purpose?	Official
		93
		· · · · · · · · · · · · · · · · · · ·
-		-i ' None
13	3. Indexes and invento	ries None
13	3. Indexes and invento	(Describe all indexes, and copy all inventories, attaching copies to report)
13	3. Indexes and invento	

14. (	Check in squares the form in which arch	ives are maintained:
1	(1) Bound Volumes X (2) Folders (3) Envelopes (4) Pockets	(5) Covers (6) Loose-leaf books (7) Bundles or paper packages (8) Other forms
15.	Size 8 N X 14" (Give dimensions of above)	16. Volume 1/2 inch (Give total linear feet of archives)
17.	Indicate the number and type of contain	ners in the following blanks:
	•	(2) Transfer cases
	(3) Folded document holders	
		, wood
	(7) Paper or pasteboard boxes (Give size	
	(8) Other types (Give brief description)	
	(2) Damaged by water (3) Damaged by vermin	(7) Paper brittle (8) Papers dirty or sooty (9) Papers torn (10) Papers scattered (11) Bindings broken (12) Ink faded (13) Other conditions
19.	Persons contacted J. C. Daily. Cler	
		th their titles, who have supplied information information about the archives)
20.	Additional information None	
Sign	ed by Leona McCullough Appro-	ved by C. M. Shepherd PROJECT SUPERINTENDENT
Date	November, 9, 1936 PHS	approved - V.a. Turin

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WPA	Form	ROM
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State_	Maryland	
City or_	Baltimore	
Town	···	

#### SURVEY OF FEDERAL ARCHIVES

Report No.	٠	1993	
Sheet		1	
of		1	Sheets

1. Name of building	Court House	•
· · · · · · ·		
2. Address of building_	Calvert and Favette Streets 3. Roo	om Number <u>Callar</u>
4. Agency of origin	Department of Labor 5. Sub	division Immigration and
Naturalization Servi	ce. Field Service Branch. District !	No. 5. District Director.
Inspector in Charge.	•	
	City of Baltimore 7. Sub	
of the Court of Comm	on Pleas.	
8. Title of serial	Applications for Naturalization	
	(Give title of serial as entered on label or a	s indicated by custodian)
9. Dates	1852 to 1906	
	1852 to 1906 inclusive dates, and report any gaps that may e	xist in the serial)
102.0		
o Additional descripti	on Entered chronologically. Volum	no ahowa wawa and adding a
· · · · · · · · · · · · · · · · · · ·	(Examine records carefully, noting method of	organization and noting particularly
	the type, that is, whether correspondence, re	•
applicant, country of	birth, name and address of witness.	date of application, date
naturalized, and signa	Liture of Court Clark.	
	02 0001 02011	
		Tark C.
What was is made of	them? Frequently	
11. What use is made of	themi rioquonory	
12 For what number?	Official	
12. For what purpose?	Official	
12. For what purpose?	Official	
	9.5	
	Official  Ories Alphabetical index in front of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the	of ledger, antories, attaching copies to report)
	ories Alphabetical index in front o	of ledger, antories, attaching copies to report)

14. Check in squares the form in which	ch archives are maintained:
(1) Bound Volumes	(5) Covers (6) Loose-leaf books (7) Bundles or paper packages (8) Other forms
	16. Volume 1 foot 82 inches (Give total linear feet of archives)
17. Indicate the number and type of	containers in the following blanks:
(1) Filing cases	, (2) Transfer cases
(3) Folded document holders	(4) Card Cabinets
(5) Shelves (Give brief description)_	1 steel, open
(6) Wooden boxes (Give size also)	
(7) Paper or pasteboard boxes (6)	(ve size also)
(8) Other types (Give brief descripti	<b>a</b> )
(1) Damaged by fire (2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers	e following conditions of the archives:  (7) Paper brittle (8) Papers dirty or sooty (9) Papers torn (10) Papers scattered (11) 8 indings broken (12) Ink faded (13) Other conditions  Good
(List indivi	duals, with their titles, who have supplied information d supply information about the archives)
Signed by Leona McCullough  FIELD WORKER  Date November, 9, 1936	Approved by C. M. Shepherd PROJECT SUPERINTENDENT  PHS Approved - V. G. Turun

State_	Maryland
City o	r Baltimore
Town	

#### SURVEY OF FEDERAL ARCHIVES

Report	No.	1994	,
Sheet		1	
of		1	Sheets

			•
1. Name of building	Court House		
2. Address of building_	Calvert and Fayette Str	eet 3. Room Number 14	
4. Agency of origin	Department of Labor	5. Subdivision Immigra	tion and
Naturali zation Serv	ice, Field Service Branch,	District No. 5. District Di	rector.
Inspector in Charge	•	·	
6. Agency of custody	City of Baltimore	7. Subdivision Office	of the
Court of Common Plea	88	č	
8. Title of serial	Petition and Record	of Naturalization	
		on label or as indicated by custodian	1)
	•		•
9. Dates	1906 to 1929		<del></del>
(Give	inclusive dates, and report any ga	ps that may exist in the serial)	
			\ <u>\$</u>
occupation, place and	the type, that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, whether corrected that is, is a supplication of the corrected that is, is a supplication of the corrected that is, is a supplication of the corrected that is, is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected that is a supplication of the corrected	ing method of organization and noting spondence, reports, tabulations, charts to 4800, showing name, addressed of arrival in the U.S.	ess record
or ramity, arridavits	of petitioner and witness	es. oath of allegiance, order	r of
court, and number and	date of Certificate of Na	turalization. A Declaration	of Intentio
(TOTHE 2200), IS ITTEM	with the petition.	<u> </u>	
11. What use is made of	them? Seldom	· · · · · · · · · · · · · · · · · · ·	
12. For what purpose?	Official:	21	
	•		
12 Indexes and invento	ories' Alphahetical Index	in front of volume Ales and	
		in front of volume. Also concopy all invantories, attaching copie	mplete

14. Check in squares the form	in which archives are maintained:
(1) Bound Volumes X (2) Folders (3) Envelopes	(5) Covers (6) Loose—leaf books (7) Bundles or paper packages
(4) Pockets	(B) Other forms
15. Size 12" X 18"  (Give dimensions of above	
17. Indicate the number and ty	pe of containers in the following blanks:
(1) Filing cases	(2) Transfer cases
(3) Folded document holder	s (4) Card Cabinets
(5) Shelves (Give brief descrip	ption) 1 steel, open
(6) Wooden boxes (Give size a	180)
(7) Paper or pasteboard bo	xes (Give size also)
(8) Other types (Give brief do	escription)
(1) Damaged by fire (2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers	(B) Papers dirty or sooty (9) Papers torn (10) Papers scattered (11) Bindings broken (12) Ink faded (13) Other conditions
19. Persons contacted J. C. (L1s or	. Daily. Clerk  t individuals, with their titles, who have supplied information who could supply information about the archives)
20. Additional information	None
Signed by Leona McCullough PIELD WORKER	Approved by C. M. Shepherd PROJECT SUPERINTENDENT
Date November, 9, 1936	PHS approved - V.a. Turun

WPA	Form	5954

State_	Maryland	_
City o	Baltimore	

#### SURVEY OF FEDERAL ARCHIVES

	40/	
Report No.	1995	
Sheet	1	
o <u>f</u>	1_Sheets	

1. Name of building Co	ourt House
2. Address of building Ca	alvert and Fayette St., 3. Room Number Cellar of room 12
4. Agency of origin D	epartment of Labor 5. Subdivision Immigration and
Naturalization Service, F	ield Service Branch, District # 5, District Director,
Inspector in Charge.	
6. Agency of custody C	ity of Baltimore 7. Subdivision Office of the Clerk
of the Court of Common Plo	as
8. Title of serial N	aturalization Record
(Give t	itle of serial as entered on label or as indicated by custodian)
/·	832 to 1846 and 1857 to 1884 e dates, and report any gaps that may exist in the serial)
(01.0 1001001.	
citizenship, names of Judg	ntered chronologically. Record shows record of admission to aims records carefully, noting method of organization and noting particularly type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)  e, clerk and sheriff; name, address and birthplace of residence. The earlier record is in open court, the later
<u></u>	
11. What use is made of them	Seldom
12. For what purpose?	Official
13 Indexes and inventories_	Alphabetical Index in front of book.  (Describe all indexes, and copy all inventories, attaching copies to report)
	·

14.	Check in squares the form in which archives are maintained:
	(1) Bound Volumes X (5) Covers (6) Loose-leaf books (7) Bundles or paper packages (8) Pockets (8) Other forms
15.	Size 10½ × 16 16. Volume 5 inches  (Give dimensions of above) (Give total linear feet of archives)
17.	Indicate the number and type of containers in the following blanks:
	(1) Filing cases (2) Transfer cases
**	(3) Folded document holders(4) Card Cabinets
	(5) Shelves (Give brief description) 1 steel, open
	(6) Wooden boxes (Give size also)
	(7) Paper or pasteboard boxes (Give size also)
	(8) Other types (Give brief description)
	Check in squares evidences of the following conditions of the archives:  (1) Damaged by fire (2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers  (6) Damaged by faulty containers  (7) Paper brittle (8) Papers dirty or sooty (9) Papers torn (10) Papers scattered (11) Bindings broken (12) Ink faded (13) Other conditions  Good  Persons contacted  J. C. Daily, Clerk
19.	(List individuals, with their titles, who have supplied information or who could supply information about the Archives)
20.	Additional information None
Sig	ned by Leona McCullough Approved by C. M. Shepherd FIELD WORKER PROJECT SUPERINTENDENT
Dat	e November, 9, 1936 PHS approved - V.a. Turun

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WPA	Form SSA
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# State Maryland City or Baltimore Town

#### SURVEY OF FEDERAL ARCHIVES

Report No.	1996	
Sheet	1	. =
of	1	Sheets

1.	Name of building Court House
2.	Address of building Calvert and Favette Street 3. Room Number 12. Cellar
4.	Agency of origin Department of Labor 5. Subdivision Immigration and
	Naturalization Service, Field Service Branch, District No. 5. District Director,
6	Inspector in Charge.  Agency of custody City of Baltimore 7. Subdivision Office of the
٠.	
	Clerk of the Court of Common Pleas.
8.	Title of serial Docket Petition for Naturalization
	(Give title of serial as entered on label or as indicated by custodian)
^	Dates1900 to 1903
у.	(Give inclusive dates, and report any gaps that may exist in the serial)
	Additional description Entered chronologically. Volume shows date of petition.  (Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)  name of applicant, date and place of birth, names of wife and children, time and
	place of arrival in this country and residence since arrival, name and date of
	court where Declaration of Intention was issued, name of vessel and date of discharge
	from U. S. Army, Navy and Merchant service, name and residence of witness, news paper
	in which petition was advertised, where protest was filed, date petition and protest
11	were heard, date of naturalization and signature of Clerk of the Superior Court of Baltimore City, Maryland.  What use is made of them? Frequently
12	. For what purpose? Official
13	Indexes and inventories Alphabetical index in frontof volume
	(Describe all indexes, and copy all inventories, attaching copies to report)

14. Check in squares the form in which ar	chives are maintained:
(1) Bound Volumes X (2) Folders (3) Envelopes	(5) Covers (6) Loose—leaf books (7) Bundles or paper packages
(4) Pockets	(8) Other forms
15. Size 11" X 15" (Givé dimensions of above)	16. Volume 3 inches (Give total linear feet of archives)
17. Indicate the number and type of conta	
(1) Filing cases_	(2) Transfer cases
	(4) Card Cabinets
(5) Shelves (Give brief description) 1 s	steel, open
(6) Wooden boxes (Give size also)	
(7) Paper or pasteboard boxes (Give size	e also)
(8) Other types (Give brief description)	` ' J '
	(7) Paper brittle (8) Papers dirty or sooty (9) Papers torn (10) Papers scattered (11) Bindings broken (12) Ink faded (13) Other conditions
	Good Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the C
or who could supp	Clerk with their titles, who have supplied information ly information about the archives)
20. Additional information None	
	J.
Signed by Leona McCullough Appr	roved by C. M. Shepherd PROJECT SUPERINTENDENT
Date November, 19, 1936 PH	approved- T. a. Turun

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State_	Maryland
City o	Baltimore
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#### SURVEY OF PEDERAL ARCHIVES

of	1 Sheets	
Sheet	1	
Report No.	199 <b>7</b>	
	,	

1. Name of building	Court House		
2. Address of building_	Calvert and Fayette Streets	Room Number	14, Alcove
4. Agency of origin	Department of Labor	. Subdivision	Immigration and
Naturalization Service	e, Field Service Branch, Distr	dod No. E. Dio.	Landa da mada a
Inspector in Charge.	e, Fleid Bervice Branch, Distr	ICT NO. 5. DIS	rict Director,
	City of Baltimore	. Subdivision_	Office of the
Clerk of the Court o	f Common Pleas.		
8. Title of serial	Declaration of Intention of Pe (Give title of serial as entered on lab		
g. Dates	1904 to 1906		
	nclusive dates, and report any gaps tha	t may exist in the	serial)
·	•		
6		·	
·	·		
o. Additional description	on <u>Filed chronologically. Ce</u> (Exemine records carefully, noting me the type, that is, whether corresponde	thod of organization of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction	n and noting particularl tions, charts, maps, etc.
name, birthplace and p	on Filed chronologically. Ce (Examine records carefully, noting me the type, that is, whether corresponde resent residence of applicant	thod of organization of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction of contraction	n and noting particularl tions, charts, maps, etc.
o. Additional description	on Filed chronologically. Ce (Examine records carefully, noting me the type, that is, whether corresponde resent residence of applicant	thod of organization of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control o	n and noting particularl tions, charts, maps, etc.
name, birthplace and p	on Filed chronologically. Ce (Examine records carefully, noting me the type, that is, whether corresponde resent residence of applicant	thod of organization of reports, tabula	n and noting particularl tions, charts, maps, etc.
name, birthplace and p	on Filed chronologically. Ce (Examine records carefully, noting me the type, that is, whether corresponde resent residence of applicant	thod of organization of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control of control o	n and noting particularl tions, charts, maps, etc.
name, birthplace and p	on Filed chronologically. Ce (Examine records carefully, noting me the type, that is, whether corresponde resent residence of applicant	thod of organization of reports, tabula	n and noting particularl tions, charts, maps, etc.
name, birthplace and p	on Filed chronologically. Ce (Examine records carefully, noting me the type, that is, whether corresponde resent residence of applicant	thod of organization of reports, tabula	n and noting particularly tions, charts, maps, etc.
name, birthplace and p	Examine records carefully, noting as the type, that is, whether corresponde resent residence of applicant	thod of organization of reports, tabula	n and noting particularl tions, charts, maps, etc.
name, birthplace and p Court of Common Pleas.	Tiled chronologically. Ce (Examine records carefully, noting me the type, that is, whether corresponde resent residence of applicant  them? Seldom	thod of organization of reports, tabula	n and noting particularl tions, charts, maps, etc.
name, birthplace and p Court of Common pleas.  11. What use is made of  12. For what purpose?	Tiled chronologically. Co (Examine records carefully, noting me the type, that is, whether corresponde resent residence of applicant  them? Seldom  Official	thod of organization of reports, tabula	n and noting particularly tions, charts, maps, etc.
name, birthplace and p Court of Common pleas.	Tiled chronologically. Co (Examine records carefully, noting me the type, that is, whether corresponde resent residence of applicant  them? Seldom  Official	thod of organization of reports, tabula and signature	n and noting particularly tions, charts, maps, etc.

14. Check in squares the form in whic	ch archives are maintained:
(1) Bound Volumes (2) Folders (3) Envelopes (4) Pockets	(5) Covers (6) Loose-leaf books (7) Bundles or paper packages X (8) Other forms
	16. Volume 8 inches (Give total linear feet of archives)
17. Indicate the number and type of	containers in the following blanks:
(1) Filing cases	(2) Transfer cases
(3) Folded document holders	(4) Card Cabinets
(5) Shelves (Give brief description)	1. open. wood
(6) Wooden boxes (Give size also)	
(7) Paper or pasteboard boxes (6)	ve size also)
(8) Other types (Give brief description	<b>x</b> a)
	1
18. Check in squares evidences of the	e following conditions of the archives:
(1) Damaged by fire (2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers	(7) Paper brittle (8) Papers dirty or sooty (9) Papers torn (10) Papers scattered (11) Bindings broken (12) Ink faded (13) Other conditions
19. Persons contacted J. C. Daily	Good
(List individual)	duals, with their titles, who have supplied information d supply information about the archives)
	•
Signed by Leona McCullough FIELD WORKER	_ Approved by C. M. Shepherd PROJECT SUPER INTENDENT
Date November, 9, 1936	PHS approved - T. G. Turne

State_	Maryland
City or_	Baltimore
Tom	

#### SURVEY OF FEDERAL ARCHIVES

Report No	1998
Sheet	1
o£	1 Sheets

1. Name of building	Court House
2. Address of building	g Calvert and Fayette Streets 3. Room Number Cellar of Room 12
4. Agency of origin	Department of Labor 5. Subdivision Immigration and
Naturalization Ser	rvice, Field Service Branch, District # 5. District Director.
Inspector in Charg	ge '
6. Agency of custody_	City of Baltimore 7. Subdivision Office of the Cle
of the Court of Com	mon Pleas.
8. Title of serial	Index to Naturalization on Declaration (Volumes 9 and 10)
	(Give title of serial as entered on label or as indicated by custodian)
	1945 A. 1951
9. Dates	1845 to 1851  ve inclusive dates, and report any gaps that may exist in the serial)
(014	d inclusive dates, and report any gaps and may early an end oction,
•	-
	(Examine records carefully, noting method of organization and noting particularly
and folio number.	(Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.
	the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.
	the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.
	the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.
	the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.
	the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.
11. What use is made	the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.  of them? Seldom
	the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.  of them? Seldom
11. What use is made	the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.  of them? Seldom
11. What use is made	of them? Seldom Official None
11. What use is made  12. For what purpose?	of them? Seldom  Official

14.	Check in squares the form in which archives are maintained:
	(1) Bound Volumes X (5) Covers (2) Folders (6) Loose-leaf books (7) Bundles or paper packages
•	(4) Pockets (8) Other forms
15.	Size 8½" X 13" 16. Volume 2 inches
	(Give dimensions of above) (Give total linear feet of archives)
17.	Indicate the number and type of containers in the following blanks:
	(1) Filing cases (2) Transfer cases
	(3) Folded document holders(4) Card Cabinets
	(5) Shelves (Give brief description) 1 steel, open
	(6) Wooden boxes (Give size also)
	(7) Paper or pasteboard boxes (Give size also)
	(8) Other types (Give brief description)
	Check in squares evidences of the following conditions of the archives:  (1) Damaged by fire (2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers (10) Papers scattered (11) Bindings broken (12) Ink faded (13) Other conditions  Good
19.	Persons contacted J. C. Daily. Clerk
20.	(List individuals, with their titles, who have supplied information or who could supply information about the archives)  Additional information None
Sig	ned by Katherine O'Connor Approved by C. M. Shepherd  FIELD WORKER PROJECT SUPERINTENDENT
Dat	e November, 9, 1936 PHS approved - T. G. Turun

State_	Maryland
City or	Baltimore

# SURVEY OF PEDERAL ARCHIVES

		(P
Report No.		1999
Shee t		1
of	1	Sheets

1.	Name of building	Court House			er graft og g
2.	Address of building	Calvert and Fayette	Streets3	Room Number	Cellar of room 12
4.	Agency of origin	Department of Labor	5	Subdivision	Immigration and
	Naturalization Service Inspector in Charge.	a. Field Service Bran	och. Distr	ict # 5. Dist	rict Director.
6.	Agency of custody	City of Baltimore	7.	. Subdivision	Office of the Clerk
	of the Court of Common	n Pleas.			
8.	Title of serial (	Declarations of Int	tentions ered on labe	l or as indicated	by custodian)
9.	Dates	1851 to 1858 ;		1906	
4.		clusive dates, and report s			
	(For gap see Criminal	Court Declaration Re	cord of I	ntention 1858	-1903)
10.	Additional description of the United States.	(Examine records carefully the type, that is, whether	o, noting met corresponden	hod of organizations, reports, tabula	on and noting particularly ations, charts, maps, etc.)
	also signatures of ap	plicant, witness and	clerk of	the Court of (	Common Pleas.
			· - ·		
11	. What use is made of	them? Frequently			
12	. For what purpose?	Official			·
13	3. Indexes and inventor	ies Alphahetical	index in	8 n X 14 n st 1 inventories, at	taching copies to report)
		- Landing Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of			· · · · · · · · · · · · · · · · · · ·

14.	Check in squares the form in which archives are maintained:
	(1) Bound Volumes
15.	Size 12½ X 17½ 16. Volume 2 feet 9 inches  (Give dimensions of above) (Give total linear feet of archives)
17.	Indicate the number and type of containers in the following blanks:
	(1) Filing cases (2) Transfer cases
•	(3) Folded document holders(4) Card Cabinets
	(5) Shelves (Give brief description) 1 steel, open
	(6) Wooden boxes (Give size also)
	(7) Paper or pasteboard boxes (Give size also)
	(8) Other types (Give brief description)
18.	Check in squares evidences of the following conditions of the archives:  (1) Damaged by fire (2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers  (10) Papers scattered (11) Bindings broken (12) Ink faded (13) Other conditions  Good
19.	Persons contacted J. C. Daily, Clerk  (List individuals, with their titles, who have supplied information or who could supply information about the archives)
	Additional information Records from 1851 to 1858 are stored in alcove on firs
Sig	ned by Katherine O'Connor Approved by C. M. Shepherd  FIELD WORKER PROJECT SUPERINTENDENT
Dat	e November, 9, 1936 PHS approved - T. G. Turun

State_	Maryland	
City o	r Baltimore	
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#### SURVEY OF FEDERAL ARCHIVES

Report No.	2000
Sheet	1
of	1 Sheets

1. Name of	building	Court House				
2. Address	s of building	Calvert and I	Fayette Streets	3. Ro	oom Number	14. alcove
4. Agency	of origin	Department of	Labor	5. Si	ubdivision	Immigration
and Na	turalization	Service Field	Service Branc	h_ Dist	rict No. 5.	District Director
	tor in Charge	*				
			imore	7. Si	ubdivision _	Office of the
Clerk	of the Court	of Common Plea	ıs			
8. Title (	of serial	Record of De	claration of I	ntentic	ne	
0. 11010			erial as entered on			y custodian)
		•				•
			· · · · · · · · · · · · · · · · · · ·	······		
9. Dates_		1906 to 19				
	(01ve	inclusive dates,	and report any gaps	that may	exist in the s	erial)
	a ·					
io. Additi	onal descript	ion Filed ch	ronologically.	Bound	volume (for	m 2202 B), shows
	· , · · · · · ·	(Examine recor	ds carefully, notin	g method	of organization	and noting particularly
_						ions, charts, maps, etc.)
declar	ation of Inte	entions in Cour	rt of Common Pl	eas, gi	ving name,	age, occupation
and des	cription of	applicant, plac	ce of birth, fo	rmer ai	nd present r	esidence, date
and pla	ce of arriva	l, signature o	f declarant and	clerk	and date of	declaration.
			_	_		
	<del> </del>			*		- · · ·
		_				
11. What	use is made o	of them?	Seldom		#	
12. For w	hat purpose?		Official			
					. 1	
13. Index	es and invent		Alphabetical			
-		(Describe	all indexes, and co	py all in	ventories, att	aching copies to report)
						· . · · · · · · · · · · · · · · · · · ·

14.	Check in squares the form in which archives are maintained:	<del></del>
	(1) Bound Volumes X (5) Covers (2) Folders (6) Loose-leaf books (7) Bundles or paper packages (8) Other forms	. ·
15.	. Size 94 X 14 16. Volume 1 foot 3 inches (Give dimensions of above) (Give total linear feet of archives)	
17.	. Indicate the number and type of containers in the following blanks:	
r	(1) Filing cases(2) Transfer cases	
	(3) Folded document holders(4) Card Cabinets	
	(5) Shelves (Give brief description) 1 wood, open	
	(6) Wooden boxes (Give size also)	
	(7) Paper or pasteboard boxes (Give size also)	
	(8) Other types (Give brief description)	
18.	. Check in squares evidences of the following conditions of the archives:	
	(1) Damaged by fire (2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers (7) Paper brittle (8) Papers dirty or sooty (9) Papers torn (10) Papers scattered (11) Bindings broken (12) Ink faded (13) Other conditions	
19.	. Persons contacted <u>J. C. Dailay, Clark</u> (List individuals, with their titles, who have supplied information	
20.	or who could supply information about the archives)  . Additional information None	
Sig	gned by Katherine O'Connor Approved by C. M. Shepherd FIELD WORKER PROJECT SUPERINTENDENT	
Dat	ste November, 9, 1936 PHS approved - V.a. Turn	en

WPA	Form	58SM
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# State Maryland City or Baltimore

#### **WORKS PROGRESS ADMINISTRATION**

#### SURVEY OF FEDERAL ARCHIVES

		▼
Report No.	2001	
Sheet	1	
o <u>f</u>	1	Sheets

1.	Name of building	Court House
_	Addiii ad biitaiii	Dan Nacha
2.	Address of building	Calvert and Fayette Sts., 3. Room Number 14
4.	Agency of origin	Department of Labor 5. Subdivision Immigration
	and Naturalization Ser	vice, Field Service Branch, District No. 5, District Director,
	Inspector in Charge.	
6.	Agency of custody	City of Baltimore 7. Subdivision Office of the
	Clerk of the Court of	Common Pleas.
^		
<b>8.</b>	Title of serial (0)	Records of Declarations of Intentions ive title of serial as entered on label or as indicated by custodian)
	(0.	176 CILLE OF SELECTED ON LANCE OF GO INCIDENCE DY COSCOLIALY
9.	Dates	1915 to 1931
,		lusive dates, and report any gaps that may exist in the serial)
0.	Additional description_	Filed chronologically. Round volume ( form 2202B), shows
	declaration of intenti	Filed chronologically. Bound volume (form 2202B), shows (Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.) ons in Court of Common Pleas, giving name, age, occupation and nt, place of birth, former and present residence, date and plac of declarant and clerk and date of declaration.
!	declaration of intenti	(Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.) ons in Court of Common Pleas, giving name, age, occupation and nt, place of birth, former and present residence, date and place.
!	declaration of intenti	(Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.) ons in Court of Common Pleas, giving name, age, occupation and nt, place of birth, former and present residence, date and place.
	declaration of intenti description of applica of arrival, signature	(Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.) ons in Court of Common Pleas, giving name, age, occupation and nt, place of birth, former and present residence, date and place of declarant and clerk and date of declaration.
	declaration of intenti	(Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.) ons in Court of Common Pleas, giving name, age, occupation and nt, place of birth, former and present residence, date and plac of declarant and clerk and date of declaration.
	declaration of intenti description of applica of arrival, signature	(Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.) ons in Court of Common Pleas, giving name, age, occupation and nt, place of birth, former and present residence, date and place of declarant and clerk and date of declaration.
11.	declaration of intenti description of applica of arrival, signature . What use is made of t	(Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.) ons in Court of Common Pleas, giving name, age, occupation and nt, place of birth, former and present residence, date and place of declarant and clerk and date of declaration.
11.	declaration of intenti description of applica of arrival, signature	(Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.) ons in Court of Common Pleas, giving name, age, occupation and nt, place of birth, former and present residence, date and place of declarant and clerk and date of declaration.  hem? Seldom
11.	declaration of intenti description of applica of arrival, signature . What use is made of t	(Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.) ons in Court of Common Pleas, giving name, age, occupation and nt, place of birth, former and present residence, date and plac of declarant and clerk and date of declaration.  hem? Seldom
11.	declaration of intenti description of applica of arrival, signature . What use is made of t	(Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.) ons in Court of Common Pleas, giving name, age, occupation and nt, place of birth, former and present residence, date and place of declarant and clerk and date of declaration.  hem? Seldom  Official

14.	Check in squares the form in which archives are maintained:
	(1) Bound Volumes X (5) Covers
	(2) Folders (6) Loose-leaf books X
	(3) Envelopes (7) Bundles or paper packages
	(#) Pockets (8) Other forms
15	Size 9½" X 11½"16. Volume 3 feet
	(Give dimensions of above) (Give total linear feet of archives)
17.	Indicate the number and type of containers in the following blanks:
	(1) Filing cases. (2) Transfer cases
	(3) Folded document holders (4) Card Cabinets
	(5) Shelves (Give brief description) 1 steel, open
	(6) Wooden boxes (Give size also)
	(7) Paper or pasteboard boxes (Give size also)
	(8) Other types (Give brief description)
18.Î	Check in squares evidences of the following conditions of the archives:  (1) Damaged by fire (7) Paper brittle
	(2) Damaged by water (B) Papers dirty or sooty
	(3) Damaged by vermin (9) Papers torn
	(4) Damaged by rodents (10) Papers scattered
	(5) Damaged by careless handling (11) Bindings broken
	(6) Damaged by: faulty containers (12) Ink faded (13) Other conditions
	Good
	Persons contacted J. C. Daily, Clerk
19.	(List individuals, with their titles, who have supplied information or who could supply information about the archives)
20.	Additional information None
Siö	ned by Katherine O'Connor Approved by C. M. Shepherd
6	FIELD WORKER PROJECT SUPERINTENDENT
Dat	e November, 9, 1936 PHS approved - V. G. Turun

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WPA Form 58SA
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# State Maryland City or Baltimore

#### WORKS PROGRESS ADMINISTRATION

-15 7 -

#### SURVEY OF PEDERAL ARCHIVES

Report No.	2002
Sheet	1
of	1 Sheets

·			•	
of building	Court House	)		
ess of building	Calvert and	l Fayette Stree	ts 3. Room Number	Cellar
ncy of origin	Department	of Labor	5. Subdivision	Immigration
Naturalization	Service. Fie	eld Service Bra	nch. District # 5. D	istrict Director.
				•
cy of custody	City of Bal	timore	7. Subdivision _	Office of the
rk of the Court	of Common Pl	leas.		
le of serial'				
es	1858 to ]	.903		·
			ps that may exist in the s	erial)
	· · · · · · · · · · · · · · · · · · ·	·		
	(Examine rethe type, th	cords carefully, not at is, whether corre	ing method of organization spondence, reports, tabulat	and noting particular ions, charts, maps, etc
· · · · · · · · · · · · · · · · · · ·			,	
		_		
		· · · · · · · · · · · · · · · · · · ·	<u> </u>	
at use is made o	f them?	Seldom	· · · · · · · · · · · · · · · · · · ·	
r what purpose?		Official		
dexes and invent	ories (Descri	Alphabetical ix be all indexes, and	dox in from of bonk copy all inventories, att	aching copies to report
			* * * *	•
	ress of building  acy of origin  Naturalization Dector in Charge acy of custody  ack of the Court  ae of serial  continuate of serial  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the court  at use is made of the cour	ress of building Calvert and copy of origin Department  Naturalization Service, Figure 1 Charge.  Sector in Charge.  Cry of custody City of Ballock of the Court of Common Place of Serial Declaration (Give title of Core inclusive dates)  It ional description Filed (Examine rethe type, the now residing and signature)  The type, the court of them?  The type, the court of them?  The type, the court of them?  The type, the court of them?  The type, the court of them?  The type, the court of them?  The type, the court of them?  The type, the court of them?  The type, the court of them?  The type, the court of them?  The type, the court of them?  The type, the court of them?  The type, the court of them?  The type, the court of them?  The type, the court of them?	Naturalization Service, Field Service Brancector in Charge.  Let of custody City of Baltimore City of custody City of Baltimore City of the Court of Common Pleas.  Let of serial Declaration Record of Interest (Give title of serial as entered (Give title of serial as entered (Give inclusive dates, and report any gas (Give inclusive dates, and report any gas to the type, that is, whether correst on now residing and signature of clerk.  Let use is made of them? Seldom  The what purpose? Official Chronological is the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of the correst of t	ress of building Calvert and Fayette Streets 3. Room Number cry of origin Department of Labor 5. Subdivision Naturalization Service, Field Service Branch, District # 5, Director in Charge.  Rector in Cha

14.	Check in squares the form in which archiv	ves are maintained:
	(2) Folders (	5) Covers 6) Loose—leaf books 7) Bundles or paper packages 8) Other forms
15.		6. Volume 3 inches (Give total linear feet of archives)
17.	. Indicate the number and type of containe	rs in the following blanks:
	(1) Filing cases(	2) Transfer cases
•	(3) Folded document holders(	
		l, open
	(6) Wooden boxes (Give size also)	
	(7) Paper or pasteboard boxes (Give size als	80)
	(8) Other types (Give brief description)	
	(6) Other types (Give brief description)	
-	(2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers	(7) Paper brittle  (8) Papers dirty or sooty  (9) Papers torn  (10) Papers scattered  (11) Bindings broken  (12) Ink faded  (13) Other conditions
19.	Persons contacted J. C. Daily, Clerk (List individuals, with	n their titles, who have supplied information
	or who could supply in	nformation about the archives)
20.	. Additional information None	
		· · · · · · · · · · · · · · · · · · ·
Sig	gned by <u>Katherine O'Connor</u> Approve	•
Dat	teNovember, 9, 1936 PHS	approved - V.a. Turur

State	Maryland	_
City or	Baltimore	
Tom		

# SURVEY OF FEDERAL ARCHIVES

		*/		
Report No.	20	003		
Sheet		1		
of	1	Sheets		

	Name of building Court House
••	
2.	Address of building <u>Calvert and Fayette</u> 3. Room Number 14, Alcove
4.	Agency of origin Department of Labor 5. Subdivision Immigration and
	Naturalization Service, Field Service Branch, District # 5, District Director,
	Inspector in Charge.
6.	Agency of custody City of Baltimore 7. Subdivision Office of the
	Clerk of the Court of Common Pleas.
8.	Title of serial Declaration of Intentions Numbers.
	(Give title of serial as entered on label or as indicated by custodian)
	D
9.	Dates 1911 to 1921 (Give inclusive dates, and report any gaps that may exist in the serial)
	(DIVE INCLUSIVE dates, and report any Bays and may salet in the serial,
3 Å	Additional description Filed numerically. Record shows declaration number, name
10.	(Examine records carefully, noting method of organization and noting particularly
	the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)
	of applicant and month in which issued.
	*
	Soldon
11	. What use is made of them? Seldom.
12	. For what purpose? Official.
	• •
13	. Indexes and inventories None.
	(Describe all indexes, and copy all inventories, attaching copies to report)

•	
14. Check in squares the form in whi	ich archives are maintained:
(1) Bound Volumes	(5) Covers
(1) Bound Volumes V 1	(6) Loose-leaf books
(3) Envelopes	(7) Bundles or paper packages
(#) Pockets	(8) Other forms
038 348	
15. Size 83" x 14"  (Give dimensions of above)	16. Volume ½ inch.  (Give total linear feet of archives)
(Give dimensions of above)	(GIVE COURT TIMEST 1865 OF STORINGS)
17. Indicate the number and type of	containers in the following blanks:
(i) Filing cases	(2) Transfer cases
	• • • • • • • • • • • • • • • • • • • •
(3) Folded document holders	(4) Card Cabinets
(5) Shelves (Give brief description)	1 wood, open.
	· •
(6) Wooden boxes (Give size also)	
(7) Paper or pasteboard boxes (6	Bive size also)
-	
(8) Other types (Give brief descripts	1 <b>o</b> n)
71. <b>4</b>	
•	
18. Check in squares evidences of the	he following conditions of the archives:
	•
(1) Damaged by fire	7) Paper brittle
(2) Damaged by water	(8) Papers dirty or sooty
(3) Damaged by vermin	(9) Papers torn
(4) Damaged by rodents	(10) Papers scattered
(5) Damaged by careless handling	(11) Bindings broken
(6) Damaged by faulty containers	(12) ink faded
	(13) Other conditions Good.
an Porcons contacted T. C. Dai	ller Olomb
19. Persons contacted <u>J. C. Dai</u> (List indiv	iduals, with their titles, who have supplied information
or who cou	ild supply information about the archives)
20. Additional information	N
20. Additional information	N _{one} .
	C. M. Shepherd
	Approved by PROJECT SUPER INTENDENT
FIELD WORKER	PRODUCTI OUTCRIBICANTAL
Date11/9/36	$\alpha a a a a a a a a a a a a a a a a a a a$
	affrond- V.a. Turun
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State	Maryland	
	Baltimore	
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#### SURVEY OF FEDERAL ARCHIVES

Report No.	2004
Sheet	1
of	1 Sheets

	•							,
1.	Name of buildi	ng	Court Hous					
2	Address of bui	lding	Calvert an	d Fayette	Streets 3.	Room Number	Cellar of	Room 12
<b>4.</b>	Agency of orig	in	Department	of Labor	<u> </u>	Subdivision	Immigration	n and
	Naturalization	Servio	e, Field s	ervice Br	anch, Distri	iot # 5. Dist	riot Direct	or.
	Inspector in (				·			
6	Agency of cust	ody	City of Ba	ltimore	7.	Subdivision	Office of	the Cleri
	of the Court o	f Commo	n Pleas.		<del> </del>			<del></del>
8. 1	Title of seria	.r	Naturaliza	tion Reco	rd of Declar	ations	٠	
		(	Oive title of	serial as e	ntered on label	or as indicated	by custodian)	
	•				٠.			
	D		3.6.4.5	3.0.4				-
9. 1	Dates					may exist in the	serial)	
0.	Additional des		(Examine rec	hronologi	cally. Recor	d shows offi	cial certif	articularly
	,	cription	Examine rec	hronologi cords careful at is, whether	cally. Recor	ed shows offi	cial certifon and noting pations, charts,	maps, etc.)
ad	Additional des	cription	Filed c (Examine rec the type, the	hronologi cords careful at is, whether date, na	cally. Recordly, noting methor correspondence me of judge.	ed shows offi od of organizati e, reports, tabul name of app	cial certifon and noting pations, charts,	maps, etc.)
ad	Additional des	cription	Filed c (Examine rec the type, the	hronologi cords careful at is, whether date, na	cally. Recordly, noting methor correspondence me of judge.	ed shows offi od of organizati e, reports, tabul name of app	cial certifon and noting pations, charts,	erticularly maps, etc.)
ad	Additional des	cription	Filed c (Examine rec the type, the	hronologi cords careful at is, whether date, na	cally. Recordly, noting methor correspondence me of judge.	ed shows offi od of organizati e, reports, tabul name of app	cial certifon and noting pations, charts,	maps, etc.)
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ad de	Additional des	eant toc	Filed o (Examine rec the type, the itizenship	hronologi cords careful at is, whether date, na	oally. Recordly, noting methor correspondence	ed shows offi	cial certifon and noting pations, charts,	maps, etc.
ad de	Additional des	eant toc	Filed o (Examine rec the type, the itizenship	hronologi cords careful at is, whether date, na	oally. Recordly, noting methor correspondence	ed shows offi	cial certifon and noting pations, charts,	maps, etc.)
ad de	Additional des	ant toc	Filed o (Examine rec the type, the itizenship	hronologi cords careful at is, whether date, na	oally. Recordly, noting methor correspondence me of judge,	ed shows offi	cial certifon and noting pations, charts,	maps, etc.)
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4. Check in squares the form in which a	archives are maintained:
(1) Bound Volumes (2) Folders (3) Envelopes (4) Pockets	(5) Covers (6) Loose—leaf books (7) Bundles or paper packages (B) Other forms
15. Size 12% X 17* X 3* (Give dimensions of above)	16. Volume 4 feet 8 inches (Give total linear feet of archives)
17. Indicate the number and type of conf	tainers in the following blanks:
(1) Filing cases	(2) Transfer Cases
(3) Folded document holders	(4) Card Cabinets
(5) Shelves (Give brief description) 1	steel, open
(6) Wooden boxes (Give size also)	
(7) Paper or pasteboard boxes (61ve s	ize also)
(8) Other types (Give brief description)_	
18. Check in squares evidences of the fo	ollowing conditions of the archives:
(1) Damaged by fire (2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers	(7) Paper brittle (8) Papers dirty or sooty (9) Papers torn (10) Papers scattered (11) Bindings broken (12) Ink faded (13) Other conditions
19. Persons contacted J. C. Daily. C	· · · · · · · · · · · · · · · · · · ·
20. Additional information None	
•	
Signed by Katherine O'Connor Ap FIELD WORKER  November, 9, 1936	proved by C. M. Shophord  PROJECT SUPERINTENDENT  Officed-V.G. Turun

State_	Maryland
City or_	Baltimore
Town	

#### SURVEY OF PEDERAL ARCHIVES

Report	No.	2005	
Sheet_		1	_
of	- •	1 Sheets	

1. Name of building Cou	irt House	- 1 · · · · · · · · · · · · · · · · · ·
2. Address of building Cal	lvert and Fayette Streets 3. Room Numberl	4, Alcove
4. Agency of origin Der	partment of Labor 5. Subdivision	Immigration and
Naturalization Service. F	Field Service Branch, District # 5, Distr	iot Director.
Inspector in Charge.		200 02100001
6. Agency of custody Cit	ty of Baltimore 7. Subdivision	Office of the Clerk
of the Court of Common Pl	Leas.	
	yments for Certificates of Naturalization	
(01▼e	title of serial as entered on label or as indicated t	oy custodian)
o. Dates 190	07 to 1917	
	ive dates, and report any gaps that may exist in the	serial)
of applicant, number and am	nount paid.	
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	m? Seldom	
		· · · · · · · · · · · · · · · · · · ·
12. For what purpose?	Official	
12. For what purpose?	Official	
12. For what purpose?  13. Indexes and inventories	None	

(1) Bound volumes (2) Folders (2) Folders (3) Envelopes (3) Envelopes (3) Trockets (3) Torockets (3) Torockets (3) Torockets (4) Card Cobinets (5) Shelves (5) Shelves (Give brief description) (6) Wooden boxes (Give size also) (7) Paper or pasteboard boxes (Give size also) (8) Other types (Give brief description) (8) Other types (Give brief description) (8) Other types (Give brief description) (9) Papers of the following conditions of the archives: (1) Demaged by fire (2) Demaged by vermin (3) Demaged by vermin (4) Demaged by careless handling (5) Demaged by faulty containers (1) Demaged by four types (Give brief description) (6) Demaged by four types (1) Demaged by careless handling (1) Papers scattered (1) Papers scattered (1) Papers scattered (1) Papers scattered (1) Papers scattered (1) Papers scattered (1) Papers scattered (1) Other conditions (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by four types (1) Demaged by f	14. Check in squares the form in which as	rchives are maintained:	
(8) Other forms  15. Size 10* X 16* 16. Volume ½ inch (Olive dimensions of above) (Olive total linear feet of archives)  17. Indicate the number and type of containers in the following blanks: (1) Filing cases (2) Transfer cases (3) Folded document holders (4) Card Cabinets (5) Shelves (Olive brief description) 1 wood, open (6) Wooden boxes (Olive size also) (7) Paper or pasteboard boxes (Give size also) (8) Other types (Olive brief description)  18. Check in squares evidences of the following conditions of the archives: (1) Damaged by fire (2) Damaged by water (8) Papers form (9) Papers torn (19) Damaged by roments (10) Papers scattered (15) Damaged by roments (10) Papers scattered (15) Damaged by rareless handling (15) Bindings broken (12) Ink faded (13) Other conditions (12) Ink faded (13) Other conditions (12) Ink faded (13) Other conditions (13) Other conditions (14) Other conditions (15) Papers scattered (15) Damaged by faulty containers (15) Damaged by faulty containers (15) Damaged by faulty containers (15) Ink faded (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other conditions (15) Other cond	(1) Bound Volumes (2) Folders	(5) Covers (6) Loose-leaf books	
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(Give dimensions of above)  (Give total linear feet of archives)  17. Indicate the number and type of containers in the following blanks:  (1) Filing cases	<u> </u>		<b>'</b> :
17. Indicate the number and type of containers in the following blanks:  (1) Filing cases	15. Size 10 X 16 **	16. Volume <u>\$ inch</u>	
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(6) Wooden boxes (Give size also)  (7) Paper or pasteboard boxes (Give size also)  (8) Other types (Give brief description)  18. Check in squares evidences of the following conditions of the archives:  (1) Danaged by fire (2) Danaged by water (3) Danaged by vermin (4) Danaged by rodents (5) Danaged by careless handling (6) Danaged by faulty containers (11) Bindings broken (12) Ink faded (13) Other conditions  Good  19. Persons contacted  J. C. Daily, Clerk  (List individuals, with their titles, who have supplied information or who could supply information about the archives)	(3) Folded document holders	(4) Card Cabinets	
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Good  19. Persons contacted J. C. Daily, Clerk  (List individuals, with their titles, who have supplied information or who could supply information about the archives)  20. Additional information None  Size of the Wetherine O'Coppor Approved by Clarence M. Shepherd	(2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling	(8) Papers dirty or sooty (9) Papers torn (10) Papers scattered (11) Bindings broken	5 (1) L (1)
19. Persons contacted    J. C. Daily, Clerk	(6) Damaged by Taulty Containers	1 - 1	
(List individuals, with their titles, who have supplied information or who could supply information about the archives)  20. Additional information None  Size of the Retherine O'Coppor Abbraced by Clarence M. Shepherd			
(List individuals, with their titles, who have supplied information or who could supply information about the archives)  20. Additional information None  Size of the Retherine O'Coppor Abbraced by Clarence M. Shepherd	Description of C. Daily.	<b>5</b> 1	
Sized by Clarence M. Shepherd	(List individuals	with their titles, who have supplied information	1
Sized by Clarence M. Shepherd	20. Additional information None	•	
Signal by Clarence M. Shepherd			
Signal by Clarence M. Shepherd		<u> </u>	
Signal by Clarence M. Shepherd			<del></del>
Signed by Katherine O'Connor Approved by Clarence M. Shepherd  FIELD WORKER PROJECT SUPERINTENDENT  Date November, 9, 1936 PHS			
FIELD WORKER  PROJECT SUPERINTENDENT  Date November, 9, 1936  PHS	Signal by Retherine OlConnor 444	brough by Clarence M. Shepherd	
Date November, 9, 1936 PHS approved - V.a. Turur		PROJECT SUPERINTENDENT	
DateNovember, 9, 1936 PHS		1 Failu	we
	DateNovember, 9, 1936	PHS approved	

WPA Form	58SA
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State_	Maryland
City or_	Baltimore

#### SURVEY OF FEDERAL ARCHIVES

	<b></b>
Report No.	2006
Sheet	1
nf	1 Sheets

. Name of building	
	Court House
Address of building_	Calvert and Fayette Streets3. Room Number 14, Alcove
Agency of origin	Department of Labor 5. Subdivision Immigration and
Noturelization Commis	
Inspector in Charge	ne, Field Service Branch, District # 5, District Director,
	City of Baltimore 7. Subdivision Office of the Cla
of the Court of Commo	on Pleas.
Tiels of comist	
Title of serial'	Petitions for Naturalization (Give title of serial as entered on label or as indicated by custodian)
· · · · · · · · · · · · · · · · · · ·	V
Datas	1004 to 1006
	1904 to 1906 Inclusive dates, and report any gaps that may exist in the serial)
(0170 )	morabito appoint and report any base on the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of the case of th
late, present residenc	
of witnesses and signa	e, name and residence of applicant's children, date, affidavi
of witnesses and signa	e, name and residence of applicant's children, date, affidavi
of witnesses and signa	e, name and residence of applicant's children, date, affidavi-
of witnesses and signa	e, name and residence of applicant's children, date, affidavi-
of witnesses and signa	the type, that is, whether correspondence, reports, tabulations, charts, maps, etc. e., name and residence of applicant's children, date, affidavi- ature of clerk of the Court of Common Pleas of Baltimore City,
of witnesses and signa	e, name and residence of applicant's children, date, affidavi-
of witnesses and signa	e, name and residence of applicant's children, date, affidavi-
of witnesses and signa	e, name and residence of applicant's children, date, affidavi-
of witnesses and signa Maryland.  1. What use is made of	e, name and residence of applicant's children, date, affidavi-
of witnesses and signa Maryland.  1. What use is made of	them? Seldom
of witnesses and signa Maryland.  1. What use is made of	them? Seldom
of witnesses and signal Maryland.  1. What use is made of  2. For what purpose?	them? Seldom  Official
Maryland.  1. What use is made of 2. For what purpose?	them? Seldom  Official
of witnesses and signa	them? Seldom  Official  None

14.	14. Check in squares the form in which archives are maintaine	d:
	(1) Bound Volumes (2) Folders (3) Envelopes (4) Pockets (5) Covers (6) Loose-leaf books (7) Bundles XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	CANAGE X
15.	15. Size 10 × 13 · 16. Volume 1 (Give total	Coot 8 inches linear feet of archives)
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17.	17. Indicate the number and type of containers in the following	•
	(1) Filing cases (2) Transfer cases	•
	(3) Folded document holders(q) Card Cabinets_	
	(5) Shelves (Give brief description) 1 wood, open	
	(6) Wooden boxes (Give size also)	,
	(7) Paper or pasteboard boxes (Give size also)	
	(8) Other types (Give brief description)	
,	18. Check in squares evidences of the following conditions of  (1) Damaged by fire (2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers (12) Ink faded (13) Other conditions	oty
	Good	<del></del>
19.	19. Persons contacted J. C. Daily, Clerk	
	(List individuals, with their titles, who ha or who could supply information about the a	ve supplied information rchives)
20.	20. Additional information None	
<u> </u>	<u> </u>	
··		
Sig	Signed by Katherine O'Connor Approved by C. M. She	ophord ect superintendent
Dat	Date November, 9, 1936 PHS	roved- V.a. Turun

WPA	Form	5854

State_	Maryland	
City o	-Baltimore	
Town		

#### SURVEY OF FEDERAL ARCHIVES

Report No	200	07
Sheet	1	
nf	1	Sheets

. Name of building_	Court House
Address of buildin	g Calvert and Fayette Streets 3. Room Number Alcove
	CAIVARL AND FAVALUA SLIBARS 5. MOOM MANDOL ALGOVO
4. Agency of origin_	Department of Labor 5. Subdivision Immigration and
Naturalization Se	rvice, Field Service Branch, District # 5. District Director,
Inspector in Char	• • • • • • • • • • • • • • • • • • • •
_ ,	City of Baltimore 7. Subdivision Office of the Cler
of the Court of C	ommon Pleas.
	r
8. Title of serial	Petitions for Naturalization Numbers
	(Give title of serial as entered on label or as indicated by custodian)
9. Dates	1911 to 1922
	ve inclusive dates, and report any gaps that may exist in the serial)
o. Additional descrip	otion <u>Filed numerically. Record shows petition number and name</u> (Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)
	otion Filed numerically. Record shows petition number and name (Examine records carefully, noting method of organization and noting particularly
	otion <u>Filed numerically. Record shows petition number and name</u> (Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)
	otion <u>Filed numerically. Record shows petition number and name</u> (Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)
	otion <u>Filed numerically. Record shows petition number and name</u> (Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)
of applicant; als	Ption Filed numerically. Record shows petition number and name  (Examine records carefully, noting method of organization and noting particularly that type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)  o month in which issued.
of applicant; als	Ption Filed numerically. Record shows petition number and name  (Examine records carefully, noting method of organization and noting particularly that type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)  o month in which issued.
of applicant; als	Ption Filed numerically. Record shows petition number and name  (Examine records carefully, noting method of organization and noting particularly that type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)  o month in which issued.
of applicant; als	of them?  Seldom  Seldom  Piled numerically. Record shows petition number and name  (Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)  of them?  Seldom
of applicant; als	of them?  Seldom  Seldom  Piled numerically. Record shows petition number and name  (Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)  of them?  Seldom
of applicant; als	of them?  Seldom  Seldom  Piled numerically. Record shows petition number and name  (Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)  of them?  Seldom
of applicant; als	of them?  Seldom  Soldom  Official

Υ'.	
. Check in squares the form in whic	ch archives are maintained:
(1) Bound Volumes	(5) Covers
(1) Bound Volumes X	(6) Loose—leaf books
(3) Envelopes	(7) Bundles or paper packages
(4) Pockets	(B) Other forms
. Size 8 3 X 14 =	16. Volume
(Give dimensions of above)	(Give total linear feet of archives)
. Indicate the number and type of c	containers in the following blanks:
(1) Filing cases	(2) Transfer cases
(3) Folded document holders	(4) Card Cabinets
(5) Shelves (Give brief description)	1 wood, open
(6) Wooden boxes (Give size also)	
(7) Paper or pasteboard boxes (61)	ive size also)
(8) Other types (Give brief description	(m)
	and the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second s
•	•
(1) Damaged by fire (2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers	(7) Paper brittle (8) Papers dirty or sooty (9) Papers torn (10) Papers scattered (11) Bindings broken (12) Ink faded
	(13) Other conditions
	(13) Other conditions
	Good Lily. Clerk
(List individ	Good
(List individ or who could	Good  idy, Clark  iduals, with their titlee, who have supplied information ld supply information about the archivee)
(List individ or who could	Good  idy, Clark  iduals, with their titlee, who have supplied information ld supply information about the archivee)
(List individ or who could	Good  idy, Clark  iduals, with their titlee, who have supplied information ld supply information about the archivee)
(List individ or who could	Good  idy, Clark  iduals, with their titlee, who have supplied information ld supply information about the archivee)
(List individ or who could	Good  idy, Clark  iduals, with their titlee, who have supplied information ld supply information about the archivee)
or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a second or who could be a sec	Good  idy, Clark  iduals, with their titlee, who have supplied information ld supply information about the archivee)
(List individed or who could not could not could not could not not not not not not not not not not	Good  idy. Clark  iduals, with their titlee, who have supplied information ld supply information about the archivee)

State_	Maryland
City or_	Baltimore
Town	

#### SURVEY OF PRDERAL ARCHIVES

Report No.	2008
Sheet	1
of	l Sheets

2. Address of building Calve	House
4. Agency of origin Depar	rt and Fayette Streets 3. Room Number 14, Alcove
	tment of Labor 5. Subdivision Immigration and
Naturalization Service. Fie	ld Service Branch. District # 5. District Director.
Inspector in Charge.	Office of the
6. Agency of custody <u>City</u> of	of Baltimore 7. Subdivision / Clerk of the Court
of Common Pleas.	
	cations for Naturalization tle of serial as entered on label or as indicated by custodian)
o. Dates 1898	to 1906
·	dates, and report any gaps that may exist in the serial)
and date of application.	ature of applicant; also name and address of witnesses
	ature of applicant; also name and address of witnesses
and date of application.	
and date of application.	ature of applicant; also name and address of witnesses
and date of application.	
and date of application.	

14. Check in squares the form in which a	rchives are maintained:
(1) Bound Volumes (2) Folders (3) Envelopes (4) Pockets	(5) Covers (6) Loose-leaf books (7) Bundles & ** ** *** **** X  (8) Other forms
15. Size 10" X 12" X 4 1/2"	16. Volume 10 inches
(Give dimensions of above)	(Give total linear feet of archives)
17. Indicate the number and type of cont	ainers in the following blanks:
·	
(1) Filing cases	(2) Transfer cases
(3) Folded document holders	(4) Card Cabinets
(5) Shelves (Give brief description)	l wood, open
(6) Wooden boxes (Give size also)	
(7) Paper or pasteboard boxes (61ve si	
(8) Other types (Give brief description)_	
(o) other types (site officer)	-
18. Check in squares evidences of the fo	ollowing conditions of the archives:
(1) Damaged by fire (2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers	(7) Paper brittle (8) Papers dirty or sooty (9) Papers torn (10) Papers scattered (11) Bindings broken (12) Ink faded (13) Other conditions  Good
19. Persons contacted J. C. Daily. C	lerk
(List individuals or who could su	s, with their titles, who have supplied information oply information about the archives)
20. Additional information None	
Signed by <u>Katherine O'Connor</u> Ap	proved by <u>C. M. Shepherd</u> PROJECT SUPERINTENDENT
Date November, 9, 1936	PHS approved - V. a. Turun

State_	Maryland
City or	Baltimore
Town	

#### SURVEY OF FEDERAL ARCHIVES

Report No.	2009	
Sheet	1	
of	1	Sheets

1.	Name of building	Court House				· · · · · · · · · · · · · · · · · · ·
2.	Address of building	Calvert and Fa	ye <b>tte</b> S <b>tr</b> ee	ts3. Room Numb	er <u>14</u>	
4.	Agency of origin	Department of	Labor	5. Subdivisi	on Immigr	eation and
	Naturalization Service	e. Field: Service	Branch. Di	strict # 5. Di	strict Dire	ector.
	Inspector in Charge.		,			
6.	Agency of custody	City of Baltim	10 <b>r</b> e	7. Subdivisi	on <u>Office</u>	of the Cla
	of the Court of Commo	n Pleas.				
Q	Title of serial	Index to Deels	retion of I	intentions and	Patitions (	Pom
ο.		(Give title of serial				
		•				
	Naturalization.					·
9.	Dates	1906 to 1932	3			
, Tan	(G1ve 1	nclusive dates, and r	eport any gaps	that may exist in	the serial)	1 W
٠,	4.		:	-		
					•	
4	Additional description of applicant, volume	(Examine records can the type, that is, w	erefully, noting the corresponding the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the corresponding to the correspondin	g method of organize ondence, reports, to	ation and noti bulations, char	ng particularly ts, maps, etc.)
	**				<del></del>	
		<u> </u>				<u></u>
						<del> </del>
11	. What use is made of	them? I	aily			
				· .		
12	. For what purpose?		Official		· · · · · · · · · · · · · · · · · · ·	<u> </u>
			alu.			
13	. Indexes and inventor	•				
	. Indexes and inventor	ries	None		attachine co	ning to monant!
	Indexes and inventor	(Describe all		py all inventories	, attaching con	ples to report)
	Indexes and inventor	(Describe all		py all inventories	, attaching co	ples to report)

14.	Check in squares the form in which archives are maintained:
	(1) Bound Volumes (5) Covers (2) Folders (6) Loose-leaf books X (3) Envelopes (7) Bundles or paper packages (8) Pockets (8) Other forms
15.	Size 14 1/2" X 18" 16. Volume 21 (Give total linear feet of archives)
	(Give dimensions of above) (Give total linear feet of archives)
17.	Indicate the number and type of containers in the following blanks:
	(1) Filing cases (2) Transfer cases
	(3) Folded document holders(4) Card Cabinets
	(5) Shelves (Give brief description) 1 wood, open
	(6) Wooden boxes (Give size also)
	(7) Paper or pasteboard boxes (Give size also)
	(8) Other types (Give brief description)
18.	Check in squares evidences of the following conditions of the archives:
	(1) Damaged by fire (2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers (7) Paper brittle (8) Papers dirty or sooty (9) Papers torn (10) Papers scattered (11) Bindings broken (12) Ink faded (13) Other conditions
	Good
10.	Persons contacted
	(List individuals, with their titles, who have supplied information or who could supply information about the archives)
20.	Additional information None
Sig	ned by Katherine O'Connor Approved by C. M. Shepherd  FIELD WORKER PROJECT SUPERINTENDENT
Dat	e November, 9, 1936 PHS approved-Va.Turur

State_	Maryland	
City o	rBaltimore	
Town		

#### SURVEY OF FEDERAL ARCHIVES

Report No.	2010
Sheet	1
nf	1 Sheets

1.	Name of building	Court House	
2.	Address of building_	Calvert and Fayette Streets 3. Room Number 14. Aloove	
4.	Agency of origin	Department of Labor 5. Subdivision Immigration as	ıd_
	Naturalization Servi	ce. Field Service Branch, District # 5, District Director,	
6	Inspector in Charge.	City of Baltimore 7. Subdivision Office of the	
О.	•		—
<del></del> -	Clerk of the Court of	f Common Pleas.	
8.	Title of serial	Correspondence File	
		(Give title of serial as entered on label or as indicated by custodian)	
9.		1915 to 1921 Inclusive dates, and report any gaps that may exist in the serial)	
	(OIV8	Inclusive dates, and report any gaps that may exist in the serial)	
	official corresponden	On Filed alphabetically by name of petitioner. Contains (Examine records carefully, noting method of organization and noting particular the type, that is, whether correspondence, reports, tabulations, charts, maps, etc. or regarding applications. letters of recommendations.  Commissioner of Naturalization and requisitions for supplies.	rly :.)
	. What use is made of	them? Seldom	
11			
	. For what purpose?	Official	
12	. For what purpose?  Indexes and inventor	Official	t)

14.	Check in squares the form in whic	h archives a	re maintained:
,	(1) Bound Volumes (2) Folders (3) Envelopes (4) Pockets	(7) Bund	ers se-leaf books lies or paper packages er forms Letter files - 6
15.	Size 110 x 120 x 30 (Give dimensions of above)	16. Vo	lume3 feet
17.	Indicate the number and type of c		
	(1) Filing cases	(2) Tr	ansfer cases
	(3) Folded document holders	(4). Ca	rd Cabinets
	(5) Shelves (Give brief description)	1 wood, ope	<b>n</b>
٠.	(6) Wooden boxes (Give size also)	-	
	(7) Paper or pasteboard boxes (61)	ve size also)	
18.	(8) Other types (Give brief description) Check in squares evidences of the		
	(1) Damaged by fire (2) Damaged by water (3) Damaged by vermin	(7) Pag (8) Pag (9) Pag (10) Pag (11) Bi	·
	•	· —	Good
19.	Persons contacted J. C. Daily. (List individe or who could	duals, with their	titles, who have supplied information ion about the archives)
20.	Additional information None		
Sig	ned by <u>Katherine O'Connor</u> FIELO WORKER	_Approved by_	PROJECT SUPERINTENDENT
Dat	e November, 9, 1936	PHS	approved - V.a. Turun

State_	Maryland
City or_	Baltimore
<b>A</b>	

# SURVEY OF PEDERAL ARCHIVES

Report No.	2011		
Sheet	1		
ns ·	1 Sheets		

<b>e</b>
on and
r
the Cler
,
<u></u>
articularly maps, etc.)
to report)

14. Check in squares the for	m in which archives are ma	intained:
(1) Bound Volumes (2) Folders. (3) Envelopes (4) Pockets		books X
15. Size 9 × 13 × 4 n (Give dimensions of	16. Volume	8 inches live total linear feet of archives)
17. Indicate the number and	type of containers in the	following blanks:
(1) Filing cases	(2) Transfe	r cases
	ders(4) Card Ca	• • • • • • • •
(5) Shelves (Give brief des	scription) 1 wood, open	<u>, roughly and a state of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the </u>
(6) Wooden boxes (Give size	se also)	<u> 1980 - Seath Charles and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and American and Amer</u>
(7) Paper or pasteboard	boxes (Give size also)	
(8) Other types (Give brie	ef description)	
8. Check in squares evidence	ces of the following condit	ions of the archives:
(1) Damaged by fire (2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty contained	(8) Papers di (9) Papers to (10) Papers sc (11) Bindings	rty or sooty rn attered broken ditions
9. Persons contacted		s, who have supplied information
eo. Additional information_	None	
Signed by <u>Katherine O'Cor</u>	nnor Approved by	C. M. Shepherd  PROJECT SUPERINTENDENT
DateNovember, 9, 19	936 PHS	approved - V.a. Turner

garage and the

State_	Maryland	
City or	Baltimore	
Town	r	

# SURVEY OF FEDERAL ARCHIVES

Report No.	2012
Sheet	1
nf	] Sheets

·
Fayette Streets 3. Room Number Cellar of # 12
f Labor 5. Subdivision Immigration and
ice Branch, District # 5, District Director,
imore 7. Subdivision Office of the Clerk
•
List of Declaration of Intentions.
tal as entered on label or as indicated by custodian)
, 1840 to December, 1844 (Inclusive)
nd report any gaps that may exist in the serial)
come acitizen of the United States and shows
cation.
cation.
oation.
oation.
Seldom
Seldom
Seldom Official
Seldom

14.	Check in squares the form in which archi	ve	s are maintained:
	(2) Folders (3) Envelopes	(6) (7)	Covers Loose-leaf books Bundles or paper packages Other forms
15.	Size 8° X 13° (Give dimensions of above)	16.	Volume 1/4 inch (Give total linear feet of archives)
17.	Indicate the number and type of contained		
	(1) Filing cases	(2)	Transfer cases
•	(3) Folded document holders		
	(5) Shelves (Give brief description) 1 ste	eel	, open
	(6) Wooden boxes (Give size also)	_	
	(7) Paper or pasteboard boxes (Give size al	lso)	)
	(8) Other types (Give brief description)		
	(2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers	(8) (9) (10) (11) (12)	Paper brittle Papers dirty or sooty Papers torn Papers scattered Bindings broken This faded Other conditions Good
•		h t lnfc	their titles, who have supplied information prmation about the archives)
Sia	ened by Katherine O'Connor Approv	ed	by C. M. Shepherd
	FIELD WORKER  teNowember, 9, 1936 PHS		PROJECT SUPERINTENDENT
			approved - V.a. Turner

Company of the second

State_	Maryland
City or_	Baltimore
_	

#### SURVEY OF FEDERAL ARCHIVES

Report No.	2013
Sheet	1
of	l Sheets

1. Name of building	Court House
a Address of buildin	
a. Address of bulldin	g Calvert and Fayette Streets 3. Room Number Cellar of Room 1
4. Agency of origin	Department of Labor 5. Subdivision Immigration and
Naturalization Ser Inspector in Charg	rvice. Field Service Branch. District # 5. District Director.
-	City of Baltimore 7. Subdivision Office of the Cle
of the Court of Co	mmon Pleas.
8. Title of serial	General Index of Naturalization Records of Baltimore City (Give title of serial as entered on label or as indicated by custodian)
Court.	
g. Dates	1867 to 1903
	ve inclusive dates, and report any gaps that may exist in the serial)
name, birthplace, r	name of witness, book and folio numbers.
11. What use is made	of them? Frequently
11. What use is made 12. For what purpose?	of them? Frequently
12. For what purpose	of them? Frequently Official
	of them? Frequently Official
12. For what purpose	of them? Frequently  Official  ntories None

14.	Check in squares the form in which	archives an	re maintained:	<u> </u>
	(1) Bound Volumes X (2) Folders (3) Envelopes (4) Pockets	• •	e—leaf books les or paper packages	
15.	Size 15* X 16 1/2* (Give dimensions of above)			
17.	Indicate the number and type of co	ontainers in	the following blanks	
	(1) Filing cases	(2) Tr	ansfer cases	
	(3) Folded document holders	(ц) Ca	rd Cabinets	
	(5) Shelves (Give brief description)	·		
	(6)-Wooden-boxes (Give size also)	· · · · · · · · · · · · · · · · · · ·		
	(7) Paper or pasteboard boxes (Give	e size also)	÷	
	(8) Other types (Give brief description	) On de	sk .	•
18.	Check in squares evidences of the		onditions of the arch	ives:
\$	(1) Damaged by fire (2) Damaged by water (3) Damaged by vermin (4) Damaged by rodents (5) Damaged by careless handling (6) Damaged by faulty containers	(9) Pap (10) Pap (11) Bin (12) Ink	ers dirty or sooty ers torn ers scattered dings broken	
19.		als, with their	titles, who have supplied i	nformation
20.	Additional information None			
		er selv de see		
Sig	ned by Katherine O'Connor FIELD WORKER	Approved by_	C. M. Shepherd PROJECT SUPERINTE	ENDENT
Dat	e November. 9, 1936	PHS	approved - T.	a. Torrer

State_	Maryland
City or_	Baltimore
Tom	

# SURVEY OF PEDERAL ARCHIVES

	<i>P</i>	
Report No.	2014	
Sheet	1	
of	1	Sheets

1. Name of building	Court House	
2. Address of building_	Calvert and Fayette Street	33. Room Number 14. Algove
4. Agency of origin	Department of Labor	5. Subdivision Immigration and
Naturalization Service	e. Field Service Branch. Das	triat # 5. District Director.
Inspector in Charge		
6. Agency of custody	City of Baltimore	7. Subdivision Office of the Clerk
of the Court of Commo	on Pleas.	
8. Title of serial	Military Petitions for Natur	relization
	(Give title of serial as entered on la	
9. Dates	1918 to 1924	•. •
	nclusive dates, and report any gaps th	at may exist in the serial)
of allegiance, order	the type, that is, whether corresponds ervice including affidavits of of court admitting petitioner	tethod of organization and noting particularly lence, reports, tabulations, charts, maps, etc.)  f petitioner and witnesses, oath  , names of substitute witnesses and
numbers of certificate	1.	
·		
11. What use is made of	them? Seldom	
12. For what purpose?	Official	
	· ad	
13. Indexes and inventor	ries None	1
-0	(Describe all indexes, and copy	all inventories, attaching copies to report)
		. ,

14.	4. Check in squares the form in which archives	are maintained:
	(1) Bound Volumes V (5) Co	overs
	· · ·	pose-leaf books
		undles or paper packages
	(4) Pockets (8) 01	her forms
15.	5. Size 12 1/2* X 18 1/2*16. V	olume 1 foot 8 inches
	(Give dimensions of above)	(Give total linear feet of archives)
17.	7. Indicate the number and type of containers i	in the following blanks:
	(1) Filing cases (2) T	
	(3) Folded document holders (4)	Card Cabinets
	(5) Shelves (Give brief description) 1 wood, open	en .
	(6) Wooden boxes (Give size also)	
	(7) Paper or pasteboard boxes (Give size also)	
	(8) Other types (Give brief description)	
18.	8. Check in squares evidences of the following	conditions of the archives:
	(1) Damaged by fire (7) P	Paper brittle
		Papers dirty or sooty
		Papers torn
		Papers scattered
		lindings broken
		nk faded
	(13) 0	Other conditions
	-	Good
19.	g. Persons contacted J. C. Daily, Clerk	
·	(List individuals, with the or who could supply inform	ir titles, who have supplied information
		autui autuu aituu
20.	o. Additional information None	dollar doub one d'entres,
20.		
20.	eo. Additional information None	
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# BRIEF HISTORY OF THE CONDUIT SYSTEM Constructed and Owned by the CITY OF BALTIMORE.

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The congestion of the overhead wires, especially in the business section of the City, becoming so great as to become a menace, to public safety, and greatly hammering the Fire Department in its work, besides being an unsightly nuisance, there was introduced into the State Legislature, a bill, afterwards known as Act of Assembly Chapter 200, approved March 30th, 1892, authorizing the Mayor and City Council of Baltimore to provide conduits and require all telegraph, telephone, electric light and other wires to be removed from the streets, lanes and alleys of said City, and placed in said conduits, and prescribe rentals for the use thereof, and to authorize the appointment of an Electrical Commission of said City.

On April 4th, 1896 there was passed by the State Legislature, a bill, afterwards knwon as Act of Assembly, Chapter 350, authorizing the Mayor and City Council of Baltimore to issue stock of the City to an amount not exceeding one-million dollars, for providing a series of conduits for telephone, telegraph, electric light and other wires, under the streets, lanes and alleys of the City of Baltimore, such issue of such issue of the legal voters of the said, as required by Section 7, Article II of the Constitution of the State of Maryland. The lam having been ratified by the people, ordinances were introduced into the City Council requiring all telephone, telegraph, electric light, feeder and other (except trolley)

wires to be placed underground, appointing an Electrical Commission and empowering the same to construct a general system of conduits and to super fise and direct the manner in which the work should be done; and providing for the furnishing to the Electrical Commission of data by the different companies maintaining poles and overhead wires in the City of Baltimore. Considerable opposition developed on the partof the Companies, owning and operating said poles and overhead wires, but after a strenuous fight, the Ordinances, known as "Ordinances of the Mayor and City Cou noil of Baltimore, Nos. 106, 107 and 108, approved August 25th, 1898, were finally passed; and on September 28th, 1898, the Electrical Commission, consisting of the Mayor (ex-officio) City Register (ex-officio) and President of the Board of Fire Commissioners (ex-officio) met and appointed to the position of Chief Engineer, Mr. Chas. E. Phelps Jr. Offices were at once secured, and an Assistant Engineer, Draughtsmen and office assistants appointed, and reliminary work of laying out plans and gathering data begun. Contracts for materials were let in January 1899, and the actual work of construction began in March 1899. The first conduit laid in the City was a short spur across Girard Avenue, connecting the plants of the Crown Cork and Seal Company, the ordinances prescribing that no individuals, firms or corporations should have the right to construct conduits in the bed of the streets except the Chesapeake & Potomac Telephone Company, a lessee of the Bell Telephone Company, a corporation whith had secured legislation prior to that of the City, permitting it to construct a conduit system for the carrying of its cables.

There were operating at this time three separate electric light companies - the Edison, the Brush and the Northern Electric Company; two and Railway systems, the Consolidated Railways, City Passenger Railway Company; the Postal Telegraph-Cable Company, the Western Union Telegraph Company, the Home Telegraph Telephone Company (an independent Company).

2.

The Electric Light Companies, soon after thework of constructing the conduits was commenced, were merged into a company known as the United Electric Light and Power Company - thereupon followed the merging of the two Railway interests - the Consolidated Railways and the City Passenger Railways Company, being formed into the United Railways and This meant a complete revision of the plans and data: Electric Company. submitted by there interests, and naturally caused a delay in carrying The machinery contained out the work of placing wires underground. in the plants of both the electric light and the railways companies was of rather antiquated pattern. The plans of the Railways company contemplated a central power station, from which power would be sent to four or more transformer stations, located at differentpoints, in or near the City?, through cables carrying 13,000 volts, to be then transformed down to 550 wolts, and transmitted through feeders to the cars. system was followed by the United Electric Light and Power Company, resulting inthe construction of a transformer station located in about the central portion of the City, and the construction of a new power statt on designed to do away entirely with the stations of the old companies, current being transmitted from the central station to the transformer stations at 6600 volts, and transformed there into commercial service and and arc light current.

The Home Telephone Company, the first company to apply for duct space and occupy the conduits in the City's general system, about the year 1900 was sold by the Receivers and taken in by the MarylandTelephone & Telegraph Company. A considerable delay, from causes above enumerated, and the natural opposition to the then new innovation of carrying wires of all companies in the same conduits, the great expenditures on the part of the Companies in perfecting their plans, as above outlined, resulted - the opposition gradually died away, and the companies began to co-operate 3.

with the City, burying heir wires and removing the unsightly poles.

The system as designed by the Chief Engineer of the Electrical Commission contemplated the construction of trunk lines, extending to points outside the "congested" or business district, which district it was contemplated first to rid of all wires and poles. These Main or trunk conduits carry all through wires. Then began the construction of the subsidiary or "distributing" conduits, from which radiated connections into houses, serving each house in the "congested" district from a connection from a service box located, as a rule, in the pavements.

The first requisite of the work was to establish a basis upon which the working plans for, construction were to be made, and obviously the apparent procedure was to collect and plot data as to the structures under the surface of the streets, and to determine in advance the possible amount of obstruction to be overcome. Such data as could be obtained was was plotted on street plats to the scale of 20 feet to the inch. This not being watisfastery sufficiently accurate, it was supplemented by actual measurements taken is test holes at intervals of 50 feet in the street and at street intersections, and corrections made as determined.

At the same time that the laying-down of the working plans was being prosecuted, information was sought of the various companies who were to occupy conduits when completed, as to their plans and prospective needs, and with the information thus obtained, the present system was designed.

Having determined, as well as could be done, the capacity of the several lines, and after considering all reasons advanced for and against the construction of a separate system for each class of cables, cost, etc., it was decided to construct a simple conduit system for all classes of electric conductors, and a system as constructed under these plans consists which of:— Main conduits, with carrying of trunk or through wires; Subsidiary conduits from which radiate the connections into houses in the sections contemplated to be served entirely underground, no overhead wires or poles being permitted on the streets whatsoever.

## Main Conduits.

These conduits are built in the streets with a minimum cover of 4 feet, lines varying from 12 to 81 ducts, laid of vitrified tile conduit in multipleSof 4, 6 and 9 ducts. Manholes are constructed at street intersections permitting outlets to be run through side streets without a duplicatetion of holes, and permitting of changes in grade which usually

occur at streat intersectionsThe essential features of the manhole are size, cover from street opening and the distribution of cables along sine the walls to facilitate splicing and repairs; the depth is a fariable factor, and beyond the necessary head room, is governed entirely by depth to which the entering conduits are built, the size being governed largely by the number of cables which are run through manholes, lay-out of the conduits and size of the lateral lines, if any. But above any other consideration is that of providing sufficient clear space in which work of whatever character that may have to be performed in it may not be hampered by a crowded manhole. The manholes are constructed sufficiently roomy of he mober laying who to admit they cables, and of sufficient space for efficient splicing of new and repairs to old cables, the design completely reserving the upper part REMXXERENERAXXXEEXXXXEN of the manhole for electric light and power cables, the lower part for telephone, telegraph and other low tension cables, thus high power cables laying in the upper chambers following the same scheme are brought down the wall and the top ducts of the branch c onduit 8 In the same manner, telephone, telegraph and other low tension cables, being below the branch outlet, the cables enter the branch conduit from below, taking the lower conduit. Splices and connections on light and power cables being much simpler and more quickly made than on telephone cables, which being composed of from one to four hundred, as the case may be, separate and distinct conductors, require more time and It was for this reason that this latter class of cables greater care. was assigned to the lower ducts, allowing the whole manhole floor on which to handle them in splicing and repairing.

Subsidiary or Distributing Conduits.

This is devided into two distinct but inter-connected parts. First, a system providing means wherefrom connections may be made to house wires. This could not be done successfully from the main conduits themselves, as

Up to January 1, 1907, there has been constructed 4,291,130 feet of main or trunk conduits, and 1,524,076 feet of distibuting conduits, the latter including duct feet in connections to houses. The re has also been constructed 143,740 feet of lateral conduits, radiating from trunk lines outside of the territory contemplated to be rid entirely of poles and overhead wires. In such territory it is contemplated to distribute service in each block from poles located in alleys in the rear of buildings, cables waxwex branching from the main conduits through lateral connections to distributing poles. There have been constructed 3951 house connections, fed from the conduit system, 40 trolley-pole commections and 250 arc light commections. Arc light cables are carried usually through a fibre conduit laid on top of the terra cotta line, the fibre permitting connection to be readily cut in, and a required bend inderted, cable run to and up the pole, down and continue on through the line. There are now occupied by the cables in the City 1,536,164.86 duct feet of which 45,684 feet are owned by the City, consisting of fire-alarm telegraph, police telegraph, electric light and power and other municipal The work of extension of the system is proceeding daily, and the work of installing new cables in new territory, and removing poles and over progressing head wires is proceeding as rapidly as conditions will permit, the compan-

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ies seeming to co-operate with the City in the work.

Out of the two appropriations of one-million dollars each, there kaxe were expended up to January 1, 1907, \$1,565,817.52. The rentals received for use of the conduits by the different companies amounted during the year 1906 to \$64,389, and increase over 1905 of about \$17,000. As the work, of pulling in more cable is constantly proceeding, it is reasonable to expect a continuous increase in the revenues. The total operating and maintenance expense during the year 1907 was \$8,640.98.

The territory correct by the house to home distributing Tystem downs a territory of

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15 " 30

1 to 14

Walter C. Tome

Illuminating Engineer

15 " 31

By order of

MDB-1272

Sept. 1 to 14

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15 " 28

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# Bureau Mechanical Electrical Service LIGHTING DIVISION

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291.30

270.30

243.30

264.15

287.30

323.00

369.15

390.30

426.15

3989.00 Total Hours

W. Rayner Straus.

Mechanical Electrical Engineer.

THIS LEASE, made this

day of

in the year , by and between the Electrical Commission, for the City of Baltimore, hereinafter called the Lessor, for and on behalf of the Mayor and City Council of Baltimore, and the , a body corporate, duly

incorporated, organized and existing under the laws of the State of , hereinafter called the Lessee.

WITNESSETH, That the Lessor, in consideration of the rentals hereinafter reserved, and the covenants and stipulations hereinafter entered into by the Lessee, doth hereby, pursuant to the powers and authority in it vested in the premises by law of ordinance, lease unto the Lessee, its successors and assigns, for the term of six months, accounting from the date of these presents, and for each consecutive period of six months thereafter, so long as the Lessee shall desire to use the duct space hereinafter mentioned and this lease remains unrevoked by the Lessor, as hereinafter mentioned, or by the Mayor and City Council of Baltimore, or the General Assembly of Maryland, in the exercise of their respective police or other governmental or legislative powers, at and for the rentals hereinafter covenanted to be paid by the Lessee unto the Lessor, all that certain duct space in the Municipal Conduit Works of the City of Baltimore, for the use of the cables and wires of the Lessee, which is more particularly described in the application of the Lessee, hereunto attached and made a part hereof, and in such other applications for duct space as may from time to time hereafter be made to the Lessor by the Lessee, and granted by the Lessor, and be attached hereto as parts hereof, as hereinafter provided.

And it is hereby covenanted and agreed by and between the Lessor, and its successors in office, for and on behalf of the Mayor and City Council of Baltimore, and the Lessee, its successors and assigns, as follows:

1. That the Lessee may from time to time hereafter make

- 1. That the Lessee may from time to time hereafter make such other applications to the Lesser for duct space in said Municipal Conduit Works as the Lessee may deem expedient, and that such applications, when signed by the Lessee and granted by the Lesser and attached hereto, shall, upon the payment in advance by the Lessee unto the Lessor of the proper pro rata rental for the additional duct space so applied for, for the unexpired period of the current term of six months, and the execution and delivery of the bond hereinafter provided for, become parts hereof.
- 2. That the use of all duct space hereby leases or agreed to be, shall conform to the Rules and Regulations of the Lessor attached hereto and hereby made parts hereof, and to such reasonable additions thereto, amendments thereof or alterations therein as the Lessor may from time to time in its discretion adopt.
- 3. That the Lesse will promptly pay unto the Lessor semiannually, accounting from the date of these presents, for the use of the duct space hereby leased or agreed to be, rentals as fixed by the following schedule:

Up to and including 5,000 duct feet 7d per duct foot per annum.

For 5,001 to 25,000 duct feet inclusive 61 per duct foot per annum.

For 25,001 to 50,000 duct feet inclusive 6d per duct foot per annum.

For 50,001 to 100,000 duct feet inclusive 5 per duct foot per annum.

For 100,001 duct feet and over 5¢ per duct foot per annum.

It is understood and agreed that the semi-annual rentals

above mentioned are to be calculated according to the total

number of duct feet in use by the Lessee at the time that said

rentals become due and payable.

It is also understood and agreed, however, that the Lessee shall not, by accepting this lease, be debarred from the privilege of testing juducually the reasonableness of said schedule rates of rentals and of recovering back from the Mayor and City Council of Baltimore any excess of rentals paid by it to the Mayor and City Council of Baltimore over and above such rentals as may be so judicially determined to be reasonable; provided, however, that the proper leagl proceedings to test the reasonableness of said schedule rates of rentals shall be instituted by the Lessee within the space of one year from the date of these presents, (which time is hereby declared to be of the essence of this lease); and provided firther (1) that the Lessee shall, at the time of the execution of these presents, pay all rentals then in arrears at the schedule rates hereinbefore prescribed, and shall, pending said legal proceedings, continue to pay all such rentals at said schedule rates as they shall become due and payable under the terms hereof; and (2) that the assent of the Lessor to this clause of reservation shall not be taken as in any manner involving an admission by the Lessor that said schedule rates of rentals are in any respect unreasonable.

4. That if the use of the duct space hereby leased, or agreed to be, or of any part or parts thereof, shall be voluntarily abandoned by the Lessee, the rentals therefor shall be paid by the Lessee unto the Lessor for the full period of the six months, within which such abandonment takes place, and the

-3-

rent shall continue to be paid by the Lessee after the termination of the said period of six months until the duct space so abondoned is put by the Lessee in proper condition for use again if the said duct space when so abandoned is out of proper condition for use by reason of the fault of the Lessee.

- agreed to be, or of any part or parts thereof, shall be terminated by the Lessor, as hereinafter provided, or shall be terminated by the Mayor and City Council of Baltimore, or the General Assembly of Maryland, in the exercise of their respective police or other governmental or legislative powers, as hereinafter provided, then the Lesse shall forthwith, upon being notofoed thereof, remove such cable or cables, wire or wires, as are affected by such termination, and that if the Lessee should refuse, fail or neglect to effect such removal within a reasonable time after receiving such notification, the Lessor shall be duly empowered to effect such removal with such force as may be necessary for the purpose, and the bond hereinafter provided for shall be liable for such removal or removals and arrearages of rent.
- least ten days in advance of the time rentals are due for duct space leased, and the Lessor shall be empowered to collect said rentals within ten days from the time the same are due, and that in the event of the failure of the Lessee to pay said rentals within the ten days specified, the Lessor shall remove all the cables or wires in said Municipal Conduit Works belonging to the Lesses, without notice, at the Lessee's expense, and require the payment of rentals in arrear by the Lessee before its cables or wires may be replaced; provided it is deemed expedient by the Lessor to re-issue a permit to the Lessee, and the bond

-4-

hereinafter provided for shall be liable for the expense of such removal and arrearages of rent.

- 7. That the Lesse shall place in the duct space, hereby leased, or agreed to be, its cables and wires within six months from the respective times applications for such duct space are granted, and that in the event of failure by the Lessee to place its cables and wires in the ducts within the time as above, the Lessor may in its discretion lease such duct space to any other person or corporation making application therefor, and entitled by law to become a tenant thereof.
- 8. That the Lessee, before making use of any duct space hereby lessed, or agreed to be, shall execute a bond with good and satisfactory surety in amount equal to \$100 per mile of duct rented.
- That this lease may be terminated as to the whole of 9. the duct space hereby leased, or agreed to be, or any part, or parts thereof, by the Lessee, by giving six months notice in writing to the Lessor; and this lease is made by the Lessor, and accepted by the Lessee, upon the condition that the Lessee in the construction, maintenance and operation of its cables, wires, works and appliances, in the Municipal Conduit Works hereinbefore in this leass mentioned, and in the use by said Loszee of the duct space covered by this Lease and of said conduits, will use and employ all the care, skill, means and appliances required of it by law under all the circumstances, and do all things required of it by law, to avoid the causing by it of injury or detriment to the ducts in the said conduits, or to the said conduit works, or to the cables, wires or works of other lessees having cables or wires in said conduits, and to prevent the use by said Lessee of said duct space and said

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conduits being dangerous or unsafe to other property, or to persons; and this lease is made by said Lessor and accepted by said Lessee, upon the further condition that neither the making of said Lease, nor any of its provisions, shall in any way operate to deprive the Lessor or the Mayor and City Council of Baltimore, of any right, or rights, which under the laws of the State of Maryland or the ordinances of the Mayor and City Council of Baltimore or their respective police, governmental or legislative powers, may be lawfully exercised in connection with said lease, or to terminate the same upon reasonable notice given in writing by the Lesser to the Lessee, as to any portion, or all, of the duct space covered by said lease, or as to any portion or all of the cables, wires, works or appliances of the Lessee therein, upon, or because of, the happening of any event or contingency, or the existence of any conditions relative to or in connection with the said duct space in said conduits, or said cables, wires, works or appliances, whether brought about either by the failure of the said Lessee to use all the care, skill, means and appliances hereinbefore in this section mentioned and for the purposes therein mentioned, or howsoever the said events, contingencies or conditions may arise or be brought about; all of which rights are hereby expressly reserved, it being expressly understood too, that nothing in this lease shall be taken as an admission by the Lessor that the Lessee is not bound absolutely and at all events to so use its electric current and the duct space covered by this lease and every part thereof, as not to produce any injury or detriment to the ducts in said conduits or to said conduit works, or to the cables, wires or works of other lessees having cables or wires in said conduits, and as to prevent the use by said Lessee of said duct

space and said conduits being dangerous or unsafe to other property or to persons.

WEIGHT FOODSVINVALED

And it is understood and agreed that nothing herein contained shall be taken as conferring any irrepealable contract or other irrepealable rights upon the Lessee, or as in any manner abridging or impairing the respective police or other governmental or legislative powers of the Mayor and City Council of Baltimore or the General Assembly of Maryland, or as depriving the Lessor or the Mayor and City Council of Baltimore of any right or remedy in the premises conferred upon them, or either of them, by law or ordinance in addition to such as are herein expressed.

10. That if at any time or times hereafter, the Lessor shall, without the assent of the Lessee, require the Lessee to shift its cables and wires, or any part or parts thereof, from one set of ducts to another in said municipal conduit works, one half of the expense thereof shall be borne and be paid by the Mayor and City Council of Baltimore.

AS WITNESS the signature of the Lessor by its Chairman, for and in behalf of the Mayor and City Council of Baltimore, and the signature of the Lessee by its President, and its corporate seal duly attested by its Secretary all hereunto affixed the day and year first above written.

THE ELECTRICAL COMMISSION
FOR THE CITY OF BALTIMORE.

	BY	Chairman.
THE		COMPANY,
	BY	President.

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RESOLUTION REQUESTING THE MUNICIPAL LIGHTING COMMISSION
TO MAKE THEIR FINAL REPORT TO THE MAYOR AND CITY COUNCIL OF
BALTIMORE AS TO THE ADVISABILITY OF ESTABLISHING A MUNICIPAL
LIGHTING PLANT AND APPROPRIATING FIVE HUNDRED DOLLARS (\$500.00)
FOR THE EXPENSES OF SAID COMMISSION.

WHEREAS, under authority of Resolution No. 11, approved January 4, 1900, by Thomas G. Hayes, Mayor, a municipal Lighting commission was appointed to investigate the feasibility, practicability and expediency of establishing a municipal lighting plant for the City of Baltimore

AND WHEREAS, by their preliminary report made to the Mayor and City Council they recommended the procuring of an enabling act from the State Legislature authorizing the City to submit the question of borrowing the money for said purpose to the legal voters of the City of Baltimore

abling act was so procured, being Chapter 152 of the Acts of afric 1900, approved would 5th, 1900.

AND WHEREAS, their said preliminary report, while giving important data and information as to rates, it expressly reserved for further consideration and report the main question as to the advisability of establishing a municipal plant.

of Baltimore. That said commission be and they are hereby requested to complete their investigations and make their final report as to the advisability of establishing said plant.

And be it further resolved that the sum of five hundred dollars (\$500.00) be and the same is hereby appropriated to pay the expenses of said commission, said sum to be provided for in the levy of 1906.

Approved February 23rd, 1905.

E. Clay Timanus,

Mayor.

A TRUE COPY,

FEB 25/1905 190 Register. Resolution requesting the Munic. Lighting Comm. to make their final report to the "Mayor and City Council."

# ELECTRICAL COMMISSION.

The Acts of Assembly authorizing the construction of conduits and the issue of City stock with which to pay for them are the Acts of 1892, Chapter 138, 1892 Chapter 200, 1896 Chapter 350, and 1902 Chapter 246, By these Acts, the control of the underground wires is left to the Mayor and City Council.

The ordinances applicable to the question are as follows:

Ordinance No. 100, approved October 7, 1892, authorizing the issue of stock for the construction of conduits. The stock issue here contemplated was authorized by the Act of 1892, Chapter 138.

Ordinance No. 106, approved May 1, 1893, authorizing the Superintendent of the Police and Fire Alarm Telegraph and the Board of Fire Commissioners, to construct conduits for the Police and Fire Alarm System. This ordinance was repealed by Ordinance No. 214, approved October 14, 1893.

Ordinance No. 49, approved April 16, 1894, appointed the Mayor, the City Register and the President of the Board of Fire Commissioners a Board to construct the underground system for the Police and Fire Alarm wires.

Ordinance No. 34, approved April 16, 1895, directed the Electrical Commission to continue the work of placing the wires of the Police and Fire Alarm System underground.

Ordinance No. 107, approved June 12, 1895, created the Mayor, City Register and President of the Board of Fire Commissioners as Electrical Commission, to determine upon a plan for a system of conduits for telegraph, telephone, electric light and other (except trolley) wires. This Commission was not authorized to construct such a system, but only to determine upon a plan. The System referred to, moreover, is the General Conduit System, which is distinct from the Police and Fire Alarm System.

Ordinance No. 96, approved May 16, 1896, authorized the Electrical Commission to continue the work of placing the Police and Fire Alarm System underground.

Ordinance No. 110, approved July 1, 1896, granted permission to the Home Telephone and Telegraph Company to use such of the conduits of the Police and Fire Alarm System as were not needed by the City, at a certain annual rental. This ordinance also authorized the Mayor to rent such portions of said conduits as were not needed by the City. This ordinance, however, does not effect the control of the Police and Fire Alarm System itself.

Ordinance No. 120, approved July 25, 1896, authorized the issue of stock for conduits; the stock contemplated being the loan authorized by the Act of 1896, Chapter 350.

Ordinance No. 106, approved August 25, 1898, required all overhead wires to be placed underground when ordered by the Electrical Commission.

Ordinance No. 107, approved August 25, 1898, appointed the Mayor, the City Register and the President of the Board of Fire Commissioners a Commission to construct a system of conduits "for the reception of the wires now strung over said streets", except trolley wires. This Commission was authorized to determine the amount of rentals, subject to the approval of the Mayor and City Council, and to rent conduit space. This is the authority under which the present General Conduit System is constructed.

Ordinance No. 108, approved August 25, 1898, requires the owners of the various overhead wires to furnish certain information to the Electrical Commission.

Ordinance No. 81, approved December 10, 1900, refers to the rental of duct space in the General Conduit System.

Ordinance No. 101, approved January 15, 1901, prohibited interference with the Police and Fire Alarm Conduit System.

Ordinance No. 87, approved October 15, 1902, provided for the issue of stock for the extension of the General Conduit System, as authorized by the Act of 1902, Chapter 246.

From the above ordinances, it appears that originally the Mayor, City Register and President of the Board of Fire Commissioners were appointed a Commission to construct the conduits for the Police and Fire Alarm System, and that subsequently this work was taken out of their hands and placed in the hands of the Electrical Commission. The authority of the Electrical

Commission, however, was simply to "continue the work of placing the wires of the Police and Fire Alarm Telegraph and Police Patrol System underground", and the Commission was only given such authority (for example, the making of centracts, purchases, &c.) as was necessary to this end.

The conduit system contemplated by Ordinance No. 107, approved June 12, 1895, and authorized by Ordinance No. 107, approved August 25th, 1898, is a General System for overhead wires, but is distinct from the Police and Fire Alarm System, which latter system, as already seen, is provided for by separate ordinance. Therefore, the control vested in the Electrical Commission of the General Conduit System does not include the control of the Police and Fire Alarm System. As to this system, the only authority of the Electrical Commission is to construct it. I have found no ordinance which deals with the centrol of the Police and Fire Alarm Conduit System after its construction.

Code 1893, Article 20, Section 36, however, provides that the Board of Fire Commissioners shall have the appointment of and entire control over all the employes and preperty of the Police and Fire Alarm Telegraph. See, also, succeeding sections; also Ordinance No. 15, approved February 23, 1892, and Ordinance No. 29, approved December 29, 1899, providing for the appointment by the Fire Board of a Superintendent of Police and Fire Alarm.

# ACT OF ASSEMBLY

CHAPTER 200.

AN ACT to authorize the Mayor and City Council of Paltimore to provide conduits, and to require all telegraph, telephone, electric light or other wires to be removed from the streets, lanes and alleys of said City, and placed in said conduits, and prescribe rentals for the use thereof, and to authorize the appointment of an Electrical Commission of said City.

S e c. 1: Be it enacted by the General Assembly of Maryland, provided however, that nothing contained in this Act shall be deemed or taken to modify or change in any Act shall be deemed or taken to modify or change in any manner the provisions of Ordinance number (41) forty-one, of the Mayor and City Council of Baltimore, approved May 9th, 1889, or the rights and privileges granted thereby to the Companies therein named, or either of them. That the Mayor and City Council of Baltimore be, and they are hereby authorized to provide a series of conduits under the streets, lanes and alleys of said City, or any part or parts thereof, for the use of telephone, telegraph, electric light and other wires, either by constructing said conduits themother wires, either by constructing said conduits themselves, or by authorizing their construction by any person or corporation, upon such terms as may be agreed upon, and to provide for the appointment of an Electrical Commission with such powers and duties as the said layor and City Council may deem necessary or appropriate for carrying out the purposes of this Act; and to require all such wires, or any part or parts thereof, and the poles carrying the same, to be removed from the service of the streets, lanes and alleys of said City, or any part or parts thereof, and to require such wires to be placed in such conduits, all under such penalty as they may prescribe; and to prescribe and establish reasonable rentals to be paid by any Company or person using any of said conduits, by whomsoever the same may be constructed, for the use thereof, and to provide for the collection of such rentals in addition to the ordinary processes by such summary methods as they may deem appropriate.

Sec. 2: And be it further enacted, That this Act shall take effect from the date of its passage.

Approved March 30, 1892.

FRANK EROWN, Governor.

# ELECTRICAL COMMISSION.

## RULES AND REGULATIONS.

## IN GENERAL.

1. Before entering upon the occupancy of duet space, the applicant must enter into a contract and execute a penal bond in the sum of one hundred dollars (\$100) per mile of duet applied for in accordance with Ordinance No. 107, approved August 25, 1898.

Applications for duet space must be made on blanks furnished by the Electrical Commission.

No limit will be placed upon the voltage of conductors to be used in this duct space.

All work upon the conduits, either repairs or additions, will be done by the Electrical Commission.

All appliances proposed to be used by the lessec for installing, handling and connecting cables, must be approved by the Electrical Commission before being used.

Any person or persons tampering with or opening, or in any way interfering with manholes or conduits, or any of the cables in the conduits, without first securing a permit from the Electrical Commission, as herein provided, will be prosecuted in accordance with Ordinance No. 101, approved January 15, 1901.

## PERMITS.

2. Lessees desiring access to manholes will be issued a permit upon written application to the Electrical Commission, and entrance otherwise than by such permit is prohibited. Applications for permits must be made on blanks furnished by the Electrical Commission.

The said permit shall state the names of employees of the lessee who shall be permitted in any manhole at the same time and the particular work for which the permit is granted. The access to all manholes shall be in the presence of an inspector of the Electrical Commission. Any or all permits are revocable at the option of the Electrical Commission.

Except in emergency eases, applications for entrance into manholes must be made before 3 o'clock P. M., of the day before the permit is to be used.

#### REPAIRS.

3. Repairs to the cables in the city conduits are to be made by the lessee when ordered to do so by the Electrical Commission upon the condition of any cable having been found such as to be unsatisfactory for the purpose for which it is intended. In each instance a time, limit will be set within which time limit the repairs must be satisfactorily made, otherwise the use of the cable will be ordered discontinued.

#### CABLES.

4. The lessee shall secure to each of its cables in every manhole a suitable tag or name plate giving, in clear and permanent marking, the name of the owner with a description of the cable relative to its operating voltage and load, character of current, and number and size of conductors.

A dead end of any lead covered cable shall never be left with the bare end of its conductor exposed in a manhole. All such ends must be hermetically sealed with solder or a proper terminal.

The location of cables on racks in the manholes shall conform to the system as established by the Electrical Commission, and no deviation will be allowed except by special permission.

All cables, for whatever service intended, shall be equipped, at the points where they enter and leave the conduits, with proper protective devices.

## TESTS.

5. The Electrical Commission, through its proper and accredited representative, shall at all times have the right of entrance into the power station or any other point of distribution belonging to the lessee for the sole purpose of testing.

## PRECAUTIONS.

6. Before allowing any of its employees to enter a manhole, the lessee shall first make sure that there is no danger due to the presence of gas in the manhole. In the event of gas being present the lessee must protect its employees by keeping up a good circulation of air in the manhole by means of an adequate number of hand blowers during the entire time the work is in progress. Should there be danger of driving gas into other manholes in which work is not being done such manholes shall be opened and protected as below provided if considered necessary by the Electrical Commission.

All manholes opened by the lessee shall be protected by a guard at least 36 inches high surrounding the opening.

The lessee must provide a watchman on the surface at each manhole opening to protect the traffic of the street. He shall be provided with a red signal flag, and shall take all proper precautions to warn pedestrians and teams.

No lights requiring flames will be allowed in manholes. Solder used for wiping joints of the lead covers of cables and paraffine shall never be lowered into manholes when overheated.

Smoking, or the usc of intoxicating liquors by employees of the lessee, while in or about manhole openings, is prohibited.

While the employees of any lessec are at work in a manhole they shall be careful not to touch or disturb any cables except those belonging to the lessee, to whom the permit is issued. Should it become necessary, for any reason, to touch or disturb any other cables the lessee shall first notify the Electrical Commission, and no such cables shall be touched or disturbed until the necessary authority in writing shall have been obtained from the company owning same by the said Commission.

## PENALTY.

7. Any employee who shall show a disposition to disregard these rules shall be, in the discretion of the Electrical Commission, prohibited access into any manhole or upon any part of the city conduits.

## AMENDMENTS.

8. These Rules and Regulations may be amended by the Electrical Commission from time to time, as it may deem necessary, for the efficient use of the conduits and the protection of the cables therein.

By the term "Electrical Commission" is meant a duly accredited representative, acting by authority of said Commission.

Adopted by the Electrical Commission October 4, 1900.

Revised January 7, 1914.

# LEASE.

WITNESSEIII: 1. The Electrical Commission, for and in benaif of the Mayor and City Council of
Baltimore, in consideration of the rentals to be paid as hereinafter prescribed, hereby lets and leases to
a corporation existing
under the laws of the State of
Conduit System constructed and owned by the City of Baltimore, for six months from the date hereof,
all as shown and described in greater detail on the attached applications made from time to time, and
duly signed by the saidand granted by
the said Electrical Commission as attested by the signature of its Chairman, which applications are
made a part hereof to the same effect as though re-written into the body of this lease.
2. This Lease shall remain in full force and effect for each consecutive period of six months from
the date hereof, during the use of the duct space as provided for herein by the said
and until terminated as hereinafter provided.
3. Application may be made from time to time for additional duct space in the Municipal Conduit
System, and when duly signed by the lessec and granted by the Electrical Commission, said application
will become a part of this lease as provided in (1), upon the prepayment of the pro rata rental up to
the next succeeding period of six months from the date hereof, and the execution and delivery of the
bond as hereinafter provided.

- 4. The lessee agrees that the use of the duct space provided for in this lease shall conform to the Rules and Regulations of the Electrical Commission, which are attached hereto, and made a part of this Lease, with such additions or amendments as it may deem necessary or expedient to make from time to time, and that the conditions set forth therein are necessary and proper in order to protect the cables of individuals and corporations in these conduits.
- 5. This lease may be terminated, in part or whole, by the lessee upon six months' notice, or at any time by the Electrical Commission, if in its judgment, after investigation, the further use of the ducts hereby leased or any of them, is such as to be detrimental to the cables of other lessees in these conduits, or musafe to other persons or other property.

When any part, or the whole, of such duct space is abandoned by the lessee, the rental shall be paid therefor for the full period of six months within which such abandonment takes place, said abandonment to reckon from the time the duct or ducts are put into proper condition for use.

Should the whole or any part of this lease be terminated by the Electrical Commission, for any good and sufficient cause, the lessee shall forthwith remove such cable or cables as have caused the termination within a reasonable time thereafter. Should the lessee fail to effect such removal promptly after receiving notice to do so, the Electrical Commission shall remove them, and the bond hereinafter provided shall be liable for the expense of such removal.

6. The lessee agrees to pay to the Mayor and City Council, through the Electrical Commission, for the use of such duct space, covered by this lesse, semi-annual rentals according to the following schedule Up to an including 5,000 duet feet, 7c. per duet foot per annum,

For 5,001 to 25,000 duct feet inclusive, 61/2e. " " " " "

" 25,001 to 50,000 " " " 6e. " " " "

" 50,001 to 100,000 " " " 5½e. " " " " "

" 100,001 duet feet and over, 5c. " " .. "

or according to any other schedule or schedules of rentals that may be hereafter prescribed by the Mayor and City Council of Baltimore.

The semi-annual rentals as above are to apply to the total number of duct feet in use by the lessee at the time rentals are due and payable.

7. Rentals as prescribed in (6) shall be paid semi-annually, and notice shall be sent the lessee by the Electrical Commission at least ten days in advance of the time rentals are due for duet space leased, and said rentals shall be paid within ten days of the periods covered by this lease, commencing with the date hereof.

In the event of failure by the lessee to pay the rentals within the ten days specified, the Electrical Commission shall remove all the cables and wires in the conduits belonging to said lessee, without notice, at the lessee's expense, and require the payment of rentals in arrears by said lessee before its cables and wires may be replaced; provided it is deemed expedient by the Electrical Commission to re-issue a permit to said lessee, and the bond as provided in (9) shall be liable for the expense of such removal and arrearages of rent.

8. The lessee shall place in the duet space covered by this lease its cables within six months from the time application for such duet space is granted. In the event of failure by said lessee to place its cables in the duets within the time as above, the Electrical Commission may, in its discretion, lease such duet space to any other person or corporation making application.

9. The lessee, before making use of any duct space herein provided for, shall execute a bond, wit
approved surety, in a sum equal to \$100 per mile of duct applied for and granted, and each succeeding
application must be accompanied by a like bond at the same rate as above, before a permit to use such
duct space will be granted.
10. And it is understood and seminal that well-in-line have in the 10 line have to the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control o
10. And it is understood and agreed, that nothing herein contained shall be taken as conferring an
irrepealable contract or other rights upon the lessee, or as in any manner abridging or impairing th
respective police or other governmental or legislative powers of the Mayor and City Council of Baltimore
or the General Assembly of Maryland, or as depriving the lessor or the Mayor and City Conneil o
Baltimore of any right or remedy in the premises conferred upon them, or either of them, by law o
ordinance in addition to such as are herein expressed.
Witness the hands and seal of the duly authorized officers of the said
lessee under this lease, the day and year firs
above written.
Attest:
Approved by the Electrical Commission, for and in behalf of the Mayor and City Council of
Baltimore.
Chairman.
Approved as to form and legal sufficiency:
City Solicitor.
City Solicitor.

# ELECTRICAL COMMISSION.

## RULES AND REGULATIONS.

#### IN GENERAL.

1. Before entering upon the occupancy of duet space, the applicant must enter into a contract and execute a penal bond in the sum of one hundred dollars (\$100) per mile of duet applied for in accordance with Ordinance No. 107, approved August 25, 1898.

Applications for duet space must be made on blanks furnished by the Electrical Commission.

No limit will be placed upon the voltage of conductors to be used in this duet space.

All work upon the conduits, either repairs or additions, will be done by the Electrical Commission.

All appliances proposed to be used by the lessee for installing, handling and connecting cables, must be approved by the Electrical Commission before being used.

Any person or persons tampering with or opening, or in any way interfering with manholes or conduits, or any of the cables in the conduits, without first securing a permit from the Electrical Commission, as herein provided, will be prosecuted in accordance with Ordinance No. 101, approved January 15, 1901.

## PERMITS.

2. Lessees desiring access to manholes will be issued a permit upon written application to the Electrical Commission, and entrance otherwise than by such permit is prohibited. Applications for permits must be made on blanks furnished by the Electrical Commission.

The said permit shall state the names of employees of the lessee who shall be permitted in any manhole at the same time and the particular work for which the permit is granted. The access to all manholes shall be in the presence of an inspector of the Electrical Commission. Any or all permits are revocable at the option of the Electrical Commission.

Except in emergency cases, applications for entrance into manholes must be made before 3 o'clock P. M., of the day before the permit is to be used.

### REPAIRS.

3. Repairs to the cables in the city conduits are to be made by the lessee when ordered to do so by the Electrical Commission upon the condition of any cable having been found such as to be unsatisfactory for the purpose for which it is intended. In each instance a time limit will be set within which time limit the repairs must be satisfactorily made, otherwise the use of the cable will be ordered discontinued.

#### CABLES.

4. The lessee shall secure to each of its cables in every manhole a suitable tag or name plate giving, in clear and permanent marking, the name of the owner with a description of the cable relative to its operating voltage and load, character of current, and number and size of conductors.

A dead end of any lead covered cable shall never be left with the bare end of its conductor exposed in a manhole. All such ends must be hermetically sealed with solder or a proper terminal.

The location of cables on racks in the manholes shall conform to the system as established by the Electrical Commission, and no deviation will be allowed except by special permission.

All cables, for whatever service intended, shall be equipped, at the points where they enter and leave the conduits, with proper protective devices.

### TESTS.

5. The Electrical Commission, through its proper and accredited representative, shall at all times have the right of entrance into the power station or any other point of distribution belonging to the lessec for the sole purpose of testing.

## PRECAUTIONS.

6. Before allowing any of its employees to enter a manhole, the lessee shall first make sure that there is no danger due to the presence of gas in the manhole. In the event of gas being present the lessee must protect its employees by keeping up a good circulation of air in the manhole by means of an adequate number of hand blowers during the entire time the work is in progress. Should there be danger of driving gas into other manholes in which work is not being done such manholes shall be opened and protected as below provided if considered necessary by the Electrical Commission.

All manholes opened by the lessee shall be protected by a guard at least 36 inches high surrounding the opening.

The lessee must provide a watchman on the surface at each manhole opening to protect the traffic of the street. He shall be provided with a red signal flag, and shall take all proper precautions to warn pedestrians and teams.

No lights requiring flames will be allowed in manholes. Solder used for wiping joints of the lead covers of cables and paraffine shall never be lowered into manholes when overheated.

Smoking, or the use of intoxicating liquors by employees of the lessee, while in or about manhole openings, is prohibited.

While the employees of any lessee are at work in a manhole they shall be careful not to touch or disturb any eables except those belonging to the lessee, to whom the permit is issued. Should it become necessary, for any reason, to touch or disturb any other eables the lessee shall first notify the Electrical Commission, and no such cables shall be touched or disturbed until the necessary authority in writing shall have been obtained from the company owning same by the said Commission.

## PENALTY.

7. Any employee who shall show a disposition to disregard these rules shall be, in the discretion of the Electrical Commission, prohibited access into any manhole or upon any part of the city conduits.

## AMENDMENTS.

8. These Rules and Regulations may be amended by the Electrical Commission from time to time, as it may deem necessary, for the efficient use of the conduits and the protection of the cables therein.

By the term "Electrical Commission" is meant a duly accredited representative, acting by authority of said Commission.

Adopted by the Electrical Commission October 4, 1900.

Revised January 7, 1914.

# BUREAU OF MECHANICAL-ELECTRICAL SERVICE

W. RAYNER STRAUS

MECHANICAL-ELECTRICAL ENGINEER

The reports of the various divisions that follow show in detail the operations of the Bureau of Mechanical-Electrical Service for the year ending December 31, 1938.

The functions of the Department embrace the design, construction and maintenance of all conduit lines in the City, together with the operation of the Incinerator Plants, Repair Shop and Street Lighting.

Expenditures for the year are shown in detail in the body of this report.

Construction Division activities during the year were limited in building new conduit lines because of limited appropriations for this class of work. In connection with the Public Works Administration projects on Howard Street from Read Street to Mt. Royal Avenue Underpass and the Broening Highway extension to Colgate Creek Bridge, some conduits were installed.

An increase was made in the number of new lights and street signs, as shown in detail later.

The activities of the Incinerator and Mechanical divisions were normal for the year.

## CONDUIT CONSTRUCTION DIVISION

#### SAMUEL LIEUTAUD

## Supervisor of Conduits

The Construction Division, during the year, installed some new condnit lines, changed existing lines to conform to new street grades and other improvements and built transformer and standard manholes. It also enlarged some existing manholes, made traffic signal, house, are light, beacon light, police, fire alarm and trolley pole connections, etc.

Transformer manholes were built at the following locations:
Howard and Saratoga Streets

Howard and Saratoga Streets Gnilford Avenue and Pleasant Street Centre Street and Washington Place Gay and Aisquith Streets Entaw and Baltimore Streets

Standard manholes were built at the following locations:

Mt. Royal Avenue and Lanvale Street Anchentoroly Terrace and Woodbrook Avenue 110 S. Gay Street Alley S. of Monument Street W. of Patterson Park Avenue Lanvale and Rutter Streets Wolfe Street S. of Fayette Street

White-Way Lights were placed on:
White Avenue from Harford to Belair Road

Hilton Street Bridge-

29th Street from Hampden Avenue to Oak Street
Fayette Street from Lakewood Avenue to Broadway
Patapsco Avenue from Hanover Street to Pennington Ave.
Gorsnch Avenue from Greenmonnt Avenue to Harford Ave.
Oak Street and North Avenue
Harford Avenue and Hargest Lane
Harford Road bet. North Avenue and Curtain Avenue
Chase Street bet. Morton Street and Maryland Avenue
Broening Highway at Colgate Creek Bridge
Park Heights Avenue from Oakley Avenue to Hayward Ave.

Are Light connections were made in:

Territory bounded by Caroline Street, Patterson Park Avenue, Eastern Avenue to Water Front.

Fire Alarm connections were made in:

Alley S. of Edmondson Avenue and Allendale Street
North Avenue and St. Paul Street
Gittings and Henry Streets
Lancaster and President Streets "Pier No. 7"
Baltimore and Charles Street
Baltimore and Liberty Streets
Hilton Street S. of North Avenue
Reisterstown Road W. of Garrison Boulevard
Reisterstown Road and Auchentoroly Terrace
McCulloh and Gold Streets
Eierman and Cottman Avenues
Clifford Street W. of Callander Alley
Eastern Avenue and Anglesea Street

In connection with the paving program of the State Roads and the Bureau of Highway projects, under the Public Works Administration, on streets within the City, it was necessary, due to changing of street grades, to make changes in conduit lines, manholes, light and other connections in advance of paving, and also to install new underground work for future expansion of the system.

The most important projects were:

Howard Street from Read Street to Mt. Royal Avenue Colgate Creek Bridge—Extension of Broening Highway



HOWARD STREET EXTENSION PROJECT. MAKING LATERAL CONNECTIONS (P.W.A.)



KIRK AVENUE AND 29TH STREET. BUILDING TRUNK LINE



PATTERSON PARK AVENUE AND MONUMENT STREET BUILDING BRICK MANHOLE



PATTERSON PARK AVENUE AND MONUMENT STREET POURING ROOF OF MANHOLE

#### UNDERGROUND INSPECTION DIVISION

# V. S. Hennessey, Superintendent

The Underground Inspection Division is responsible for the safe operation and proper maintenance and the enforcement of all rules and regulations governing the use of the Municipal Conduit System, as well as the rental for all ducts occupied with cables, and credits for the space that is abandoned by the cable lessees.

This Division issued 3,475 permits to the cable companies desiring to install and remove cables, and do other miscellaneous work around the conduit system, and all work was done in accordance with the rules and regulations and to the satisfaction of the inspector assigned.

Underground cables were installed and vacated in the Municipal Conduit System in all sections of the City and after checking and posting all locations as shown on cable inspectors' reports, these reports contained many thousands of items. Charges and credits were issued monthly to the lessees affected.

Duct Space Occupied During 1938:  Main Conduits  Distributing Conduits	
Total	239,173.61
Duct Space Vacated During 1938:  Main Conduits  Distributing Conduits	
Total	97,175.94
Transformer Manholes Occupied	8

Permission was granted in 14 cases to lease wires from the Chesapeake and Potomac Telephone Company for other than telephone purposes at points where the companies had no wire facilities of their own, and in each case this privilege was granted subject to a duct rental or permission charge.

Poles and overhead wires were ordered removed during the year on

Hamilton Street between Charles Street and St. Paul Street Gorsnch Avenue from Greenmount Avenue to Harford Ave. Kirk Avenue from Gorsnch Avenue to Abbotston Street Abbottston Street from Kirk Avenue to Harford Road Considerable progress was also made by the Cable Companies in the district bounded on the north by Eastern Avenue

on the south by Water Front

on the east by Patterson Park Avenue

on the west by Caroline Street

and we expect that this work will be completed and all poles and overhead wires removed by June, 1939.

We continue the policy of assigning an inspector to cover all streets where conduit lines were located during paving operation, and as the result there was no serious damage done either to conduit lines or cables, while paving work was in progress.

The Maintenance Crews cleaned and pumped approximately 16000 manholes and also inspected all distributing holes containing house connections and properly sealed all fibres in order to prevent any gas or water from entering cellars of buildings. They also replaced 69 manhole and hand box covers, and reported to the office 79 water leaks, 9 gas leaks, 1 steam leak and I sewer leak, and also investigated 36 companies after regular working hours.

The Cable Inspectors were also called 175 times after regular working hours due to cable trouble in the conduit system and due to the detailed reports submitted in each case of trouble. The Bureau was thus in a position to recover damages done to conduit lines and cables as the result of mechanical injury caused by outside parties.

This Division has made every effort to prevent the driving of pipes in footways where conduit lines are located, in order to prevent damage to conduits and cables and possible injury to those engaged in such operations. In spite of all information that was available, we had four cases where lines were damaged by the driving of water supplies.

There were 298 orders issued to the Construction Division to repair conduit lines, pole connections, adjust castings and hand boxes and replace defective cement blocks over the conduit lines.

The Consolidated Gas Electric Light and Power Company continued, in the downtown section of the City, to change from D. C. to A. C. current and as the result it was necessary for them to occupy six transformer manholes and to use considerable duct space for additional cables. Outside of a number of D. C. house services there has been no decrease in the number of D. C. feeders in the conduit system.

The Baltimore Transit Company's increase in duct space was due to removal notices served on them by the Bureau to take down overhead wires.

The most serious cable failure in the Municipal Conduit System during the year occurred on Park Avenue between Fayette and

Lexington Streets on the D. C. feeders of the Gas and Electric Company. It was necessary to open up the duct line for a distance of about 40 feet in order to remove copper, lead and terra cotta duct that had fused together, due to the excessive heat caused by the blowout of cables.

There was no evidence available after the line was uncovered to determine the cause of this cable failure.

The Koester Bakery Company obtained an ordinance to use a portion of the conduit system in order to supply current to their building during the year.

Duct footage of conduits occupied and vacated by the following lessees during the year 1938:

Lessee Main Conduits—	Occupied	Vacated	Increase or Decrease
Baltimore & Ohio Railroad	508.00	275.00	233.00
Baltimore Transit Co	34,397.00	11,615.00	22,781.30
Cons. Gas Elec. Lt. & Power Co	84,816.22	29,243.52	55,572.70
Postal Telegraph-Cable Co	44.10	2,810.80	2.766.70
Western Union Telegraph Co	770.00	1,468.30	698.30
Board of Fire Commissioners	7.384.90	2,681.15	4,703.75
Police Department of Baltimore	3,432.70	974.50	2,458.20
Bureau of Water Supply	1,011.70		1,011.70
Sub-Total	132,364.62	49,068.97	83,295.65
Distributing Conduits—			•
Baltimore Transit Co	121.28	123.27	1.99
Cons. Gas Elec. Lt. & Power Co	1,537.45	36,764.65	54,772.80
Koester's Bakery	56.60		56.60
Pennsylvania Railroad Co	371.49	37.17	334.32
Postal-Telegraph Cable Co	6,584.49	7,402.84	818.35
Western Union Telegraph Co	1,662,59	2,265.94	603.35
Board of Fire Commissioners	2,318.32	560.40	1,757.92
Police Department of Baltimore	4,156.77	952.70	3,204.07
Sub-Total	106,808.99	48,106.97	58,702.02
Grand Total	239,173.61	97,175.94	141,997.67

# STATEMENT OF CONDUIT REVENUE FOR THE YEAR 1938

	` Duct Feet			
Lessee	Main	Distribution	Total	Revenue Total
American District Tel. Co. (Special Services)				\$947.50
Baltimore Lumber Co. (Special Services)				5.00
Baltimore and Ohio Railroad Co	39,160.68	1,541.09	40,701.77	2,467.14
Baltimore Transit Co	1,276,489.73	22,678.23	1,299,167.96	78,557.73
Chesapeake and Potomac Telephone Co		14.28	14.28	1.00
Cons. Gas Elec. Light and Power Co	4,276,297.98	2,245,496.42	6,521,794.40	404,109.01
Dow, Jones & Co. (Special Services)				265.00
Federal Land Bank of Baltimore		181.13	181.13	12.68
E. H. Koester Bakery Co		56.60	56.60	1.98
Maryland Realty Investment, Inc		1.468.80	1.468.80	50.00
Mercy Hospital		257.68	257.68	18.04
Pennsylvania Railroad Co.	22.745.38	4.394.46	27.139.84	1,635.43
Postal Telegraph Cable Co	75,576,35	93,514.82	169,091.17	10,647.40
Standard Oil Co. of New Jersey		2,737.14	2,737.14	191.60
Western Union Telegraph Co	78.896.23	$132,\!172.74$	211,068.97	12,942.62
U. S. Department of Agriculture		1.454.46	1,454.46	,
U. S. Hydrographic Office	777.90	318.05	1,095.95	
Bureau of Buildings	991.75	7,435.94	8,427.69	
Bureau of Harbors	,,,,,,,,,,	610.16	610.16	
Bureau of Highways		760.41	760.41	
Bureau of MechElec. Service.	1.870.60	76,998.26	78.868.86	
Bureau of Sewers	1,010.00	1,382.33	1.382.33	
Board of Park Commissioners		221.40	221.40	
Board of School Commissioners		313.95	313.95	· · · · · · · · · · · · · · · · · · ·
Fire Alarm Telegraph Department	479.581.04	171.054.80	650,635,84	• • • • • • • • • • • • • • • • • • • •
Fire Alarm Telegraph Department	443,873.24	233,833.57	677,706.81	
Police Telegraph Department	* * .	255,855.57 605.95		• • • • • • • • • •
Municipal Telephone Exchange			1,247.75	• • • • • • • • • •
Bureau of Water Supply	1,011.70	******	1,011.70	
Total	6,697,914.38	2,999,502.67	9,697,417.05	\$511.852.13

#### MECHANICAL DIVISION

# W. J. Christopher, Mechanical-Engineer

#### Superintendent

During 1938 the Mechanical Division handled jobs covered by shop orders and the cost of the work billed to customer Bureaus and Departments was as follows:

	No. of	
Department or Bureau	Invoices	Cost
Department of Public Welfare (Baltimore City Hospitals)	56	\$4,283.53
Board of Park Commissioners	1	40.43
Board of School Commissioners	32	403.92
Bureau of Buildings	30	1,597.56
Bureau of Harbors	21	545.32°
Bureau of Highways	114	6,394.85
Bureau of Mechanical-Electrical Service	491	21,789.55
Bureau of Plans and Surveys	2	69.25
Bureau of Receipts	1.0	2,526.93
Bureau of Sewers	146	6,200.90
Bureau of Standards	2	1,862.78
Bureau of Street Cleaning	617	41,577.00
Bureau of Transportation	329	9,857.89
Bureau of Water Supply	1,041	42,932.36
Chief Engineer	2	45.62
Commissioner of Health	1	20.60
Comptroller—Markets	1	25.20
Free Public Bath Commission	12	259.00
Mayor and City Council	1	28.00
Society for Prevention of Cruelty to Animals	3	66.88
Sydenham Hospital	5	357.89
Total	2,917	\$140,885.46

The revenue received from work done was \$5,600.00 more for 1938 than for the previous year.

Of the 2917 completed jobs, 632 were completed by the truck shop, 830 by the small car shop and 1455 by the main shop group consisting of the machine, welding, carpeutry, electrical, paint and blacksmith units. The most important of these jobs were:

1. Machine Shop. Building up and facing off check valve cages and rebushing valve flaps out of suction line and repairs to mainengines at the Sewage Pumping Station.

Cutting piniou gears and moving ring gear sections on Colgate Creek Bridge. Assembling core boring equipment on trailer for the Bureau of Highways. Constructing sight gauge water level indicator for Pikesville Reservoir. Making veuturi meter controls for Pikesville, Ashburton and Guilford Pumping Stations.

Rebuilding 5 flushers and 3 concrete unixers.

2. Welding Shop. Making and installing supports for 16 inch water main on Airport Bridge.

Installing basket pans on 55 rubbish trucks and making alterations and additions to rubbish bodies for Bureau of Street Cleaning.

Repairs to 25 lighting poles damaged in shipment.

Removing old stack and constructing new stack at Incinerator at the Baltimore City Hospitals.

Mounting sludge tank and pump on trailers for use at Lock Raven.

Removing suspension bridge over lower dam of Loch Raven.

Installing steel plates and tool boxes in 15 new trucks for Bureau of Water Supply.

Furnishing and erecting steel beams and chain fall in ice plant at Baltimore City Hospitals.

Furnishing and erecting wire fence around tennis court at Baltimore City Hospitals.

Constructing body and installing winch on truck chassis for hauling dead horses, for Bureau of Street Cleaning.

Constructing telescope hoist on motorcycle trailer for transferring rubbish from trailer to truck.

Furnishing and installing steel bodies on garbage trailers.

Furnishing and installing steam boiler for Department of Public Welfare.

Mounting and equipping air compressor for Conduit Division.

Repairing ash chute and blow-down pipes at the Sewage Pumping Station.

Furnishing material and constructing window grating for Montebello Gate House.

3. Carpentry Shop. Constructing benches and cupboards for Meter Room, Mount Royal.

Making doors and transom for Roland Park standpipe.

General carpentry work at Loch Raven.

Constructing and installing doors for Ashburton Gate House.

Making forms for brickwork for Incinerator and for concrete work for Bureau of Water Supply.

Repairing roofs at Arlington Standpipe and renewing roof at Curtis Bay Pumping Station.

General carpentry work at Melvin Avenue Pumping Station, Catonsville.

- 4. Electrical Shop. Installing lighting system in comfort station and wiring sheds at Mr. Butcher's at Loch Raven. Installing lights and heater units at various garages where Water Department trucks are stored.
- 5. Paint Shop. Painting buildings and fence at Gay Street Yard.

Painting and lettering 29 trucks and 35 foreman's shacks and tool carts for various Bureaus.

Several engineering assignments were handled by the Mechanical Engineer in addition to the regular duties as Shop Superintendent, the most important being the preparation of data for specifications for the purchase of two pressure flusher units for the Burean of Street Cleaning. Specifications will be completed and bids asked early in 1939.

Specifications were prepared and bids asked for two air compressors one for this Bureau and the other for the Bureau of Sewers. The low bid was \$2,550.00 and the successful bidder the Stuart M. Christhilf Company.

At the request of the Chief Engineer a survey was made of the heating plants in all municipal buildings, including schools, fire houses, libraries, etc., to determine the feasibility of installing antomatic stokers. To date no action has been taken in this direction

#### INCINERATOR DIVISION

# Hugh McCoy, Superintendent

This division has charge of the disposition of the rubbish and garbage hauled by the Bureau of Street Cleaning to its two Incinerator plants, No. 2 located on the Philadelphia Road near Herring Run handling trash only, and No. 3, located on Reedbird Avenue near Hanover Street handling both trash and garbage.

A Jeffrey Grinder, located on Sewer Road near North Point Road in the vicinity of No. 2 plant is also operated by this division, when its service is required. This apparatus grinds garbage and delivers it direct into the outfall sewer of the disposal plant. It was not used during 1938.

The No. 2 plant is operated by the forces of this Bureau and the No. 3 plant is operated under contract with the E. T. Foreman Company.

The No. 2 plant handled, during the year 47,533 tons of trash delivered by the Bureau of Street Cleaning and 1269 tons from private sources, making a total of 48,802 tons. From this material 7,470 tons of salvage were obtained, netting the City a revenue of \$34,626.83, the sale of which is in charge of the Bureau of Stores, the details of items sold being shown later.

During 18 days of the last month of the year, only one furnace was operated at the No. 2 plant, while the flue of the other unit was being torn out and replaced, this work being done by our own labor forces.

The No. 3 plant handled 96,402 tons of rubbish from City trucks and 879 tons from private sources, or a total of 97,281 tons; also 80,220 tons of garbage from City trucks and 2045 tons from private sources or a total of 82,265 tons. From the rubbish 6353 tons of material were salvaged by the Foreman Company.

During the year, due at times to the wet condition of the trash at the No. 2 plant, and also during the periods when the plant was undergoing repairs, a total of 1860 tons were diverted to the scows.

# SUMMARY OF TOTAL SALVAGE FOR THE YEAR.

Paper	3,293,920	lbs.	\$3.052.10
Card Board	2,722,950		4.200.37
Rags	111,640		1,569.09
Curtains	22,350	lbs.	217.41
Burlap	31,250	lbs.	193.99
Carpet	13,430	lbs.	70.95
Rubber	5,510	lbs.	79.06
Scrap Iron	194,220	lbs.	<b>566.51</b>
Scrap Metals	20,005	lbs.	1,2 <b>6</b> 7.51
Bottles	348,104	lbs.	4,268.74
Broken Glass	1,445,645	lbs.	819.02
Baled Heavy Tin	1,807,180	lbs.	4,354.71
Baled Tin Cans	4,924,220	lbs.	13,967.37
Total	14,940,424	lbs.	\$34,626.83

The No. 3 plant successfully completed six years of operation. Repairs to furnaces and scale were of a general nature and a new metal building was erected for storage purposes.

#### TOTALS FOR YEAR INCINERATED

C F	Garbage	82,264.905 90,928.145	tons tons		
	Total			173,193.050	tons
	NON-INCINERAT	ED MATE	ERIAL		
	Hass				
	Total			6,352.51	tons
ı A	Coal used to aid combustion Total furnace hours Average burning rate for year Lapacity rating for year	• • • • • • • • • • •		25,933 <b>6.66</b> 0 tons	per hour
COST	OF OPERATING INCINERATOR	R PLANT I	No. 1	FOR THE	YEAR 1938
. O	Operating Expenses  Maintenance Expenses  Operating Management Expenses  Administrative Overhead			• • • • • • • • • •	\$0.50 52.85 .72 .08
•	Total Cost	• • • • • • • • • •			\$54.15

#### COST OF OPERATING INCINERATOR PLANT No. 2 FOR THE YEAR 1938

Operating Expenses	8,798.74 14,199.13
Total CostLess Revenue from Salvage	

Net Cost.....

# TONNAGE REPORT OF GARBAGE DISPOSAL FOR THE YEAR 1938 INCINERATOR PLANT No. 3

	Collected by	Delivered to Plant	Total
Month	City Forces	by Private Parties	Incinerated
January	4,875.400	96.890	4.972.290
February	4,697.855	86.780	4.784.635
March.'	5,397.600	133.075	5,530.675
April	5,624.020	187.960	5,811.980
May	6,285.425	188.685	6,474.110
June	6,817.870	197.120	7,014.990
July	8,363.250	206.690	8,569.940
August	11,280.090	220.775	11,500.865
September	8,258.305	189.135	8,447.440
October	6,881.590	200.715	7,082.305
November	6,173.965	189.320	6,363.285
December		148.135	5,712.390
Total	20 210 625	2,045.280	82,264,905
10ta1	00,419.049	4,0 <del>4</del> 0.480	04,404.900

# COST OF DISPOSAL OF GARBAGE AND RUBBISH FOR THE YEAR 1938

Incinerator Plant No. 2	Quantity Tons	Unit Cost Per Ton	Cost
Rubbish	41,331.683	\$84,750.22	\$2.05
Rubbish (Contract)	90,928.145	$\begin{array}{c} 72,742.52 \\ 1,884.92 \end{array}$	.80 .02
Total Cost	•••••	\$74,627.44	\$0.82
Garbage (Contract) Operating and Unloading Expenses		\$152,190.06 1,705.40	\$1.85 .02
Total Cost		\$153,895.46	\$1.87
Total	214,524.733	\$313,273.12	••••
RECAPITUL	ATION	•	
Rubbish	132,259.828 82,264.905	\$159,377.66 153,895.46	\$1.21 1.87
Total	214,524.733	\$313,273.12	• • • • • •

# Conduits for Future Lighting

Provisions were made for future ornamental electric lamps by installing cross-over conduits on the following streets ahead of new paving:

#### Lamps

- 50-Caton Avenue from Strickland Street to Stafford Street.
  - 15-Broening Highway from Colgate Creek Bridge to Airport.
- 106-Park Heights Avenue from Avondale Avenue to City Line.
  - 15-Belvedere Avenue from York Road to Bellona Avenue.
  - 17-Wilkens Avenue from Dukeland Street to Caton Avenue.
  - 33-Northern Parkway from Hillen Road to Sherwood Avenue.

# New Types of Street Lighting

A new type of street lighting was installed in 1938 on the two bridges over the Gwynns Falls Valley at the Hilton Parkway. These units consist of 200 watt luminaires set flush in the balnstrades of these bridges about 20 inches above the sidewalk and throw the light in a horizontal beam spread of approximately 120 degrees, with a maximum candle power of 1980. The luminaire is known as G. E. Type A. L. 50, and consists of a prismatic spreadlight door lens, plus an internal Alzak aluminum parabolic reflector. A series of horizontal louvres eliminate objectionable glare above the horizontal through the lamp flament.

A total of 74-600 C. P. lamps of a new type installed on Howard Street from Read Street to North Avenue, including the new bridge over the Jones Falls Valley. These lamps are known as General Electric Type 81 D and are mounted on 4 foot mast arms attached to trackless trolley poles and the mounting height is 25 feet. The lamps are in parallel at an approximate spacing of 100 feet. A feature of these lamps is that all the illumination is thrown downward on the bed of the street and between the curbs. There has been much favorable comment from the public regarding this lighting system, and it is hoped that with funds permitting, the same type lamps will be used on the new Philadelphia Road from Orleans Street to the City Line.

# New Illuminated Street Signs

For the past several years there has been a tendency on the part of the public to complain of an inability to read the porcelain enamelled street signs that are attached to the lighting standards while riding in automobiles after dark due to insufficient illumination from the lamps.

In order to overcome this condition, the Lighting Division experimented over a period of several months with a type of glass or composition sign that would be visible after dark and could be

# TONNAGE REPORT OF RUBBISH DISPOSAL FOR THE YEAR 1938

· production of the second												•
		Incinerator	Plant No. 2		·	Incinerator	Plant No. 3	3				
Month	City Collection	Private	Less Salvaged	Amount Incinerated	City Collection	Private	Less Salvage	Amount Incinerated	Total Salvaged	Total Incinerated	Scows	Total Disposal
January	3,133.420	108.580	626.696	2,615.304	7,105.560	41.085	377.455	6,769.190	1,004.151	9,384.494		9,384.494
February	2,277.225	88.445	441.801	1,923.869	7,145.625	26.580	185,470	6,986.735	627.271	8,910.604		8,910.604
March	3,697.165	98.780	613.194	3,182,751	8,168.065	42.195	292.460	7,917.800	905.654	11,100.551		11,100.551
April	4,526.420	92.320	726.977	3,891 763	8,227.010	51.145	332.945	7,945.210	1,059.922	11,836.973	332.865	12,169.838
May	4,955.045	. 138.455	697.284	4,396.216	9,071.090	55.145	237.420	8,888.815	934.704	13,285.031	192.350	13,477.381
June	4,876.930	116.480	720.539	4,272.871	8,641.220	81.120	319.515	8,402.825	1,040.054	12.675.696		12,675.696
July	4,548.175	125.750	606.244	4,067.681	8,201.795	91.225	337.160	7,955.860	943.404	12,023.541	265.450	12,288.991
August	4,304.900	129.415	592.294	3,842.021	8,167.335	124.370	398.805	7,892.900	991.099	11,734.921	117.710	11,852.631
September	4,127.655	87.950	535.075	3,680.530	7,953.885	128.390	436.625	7,645.650	. 971.700	11,326.180	473.220	11,799.400
October	3,996.150	93.565	651.375	3,438.340	8,213.185	85.565	493.630	7,805.120	1,145.005	11,243.460		11,243.460
November	3,652.570	96.340	590.087	3,158.823	7,568.570	73.325	1,055.435	6,586.460	1,645.522	9,745.283		9,745.283
December	3.437.275	92.885	668.646	2,861.514	7,938.495	78.675	1,885.590	6,131.580	2.554.236	8,993.094	478.065	9.471.159
Total	47.532.930	1,268.965	7,470.212	41,331.683	96,401.835	878.820	6,352.510	90.928.145	13,822.722	132,259.828	1,859.660	134,119.488

#### LIGHTING DIVISION

#### WALTER C. TOME

# Illuminating Engineer

There was a large increase in home building in 1938 on newly opened thoroughfares in all sections of the City, and with Federal aid, a number of old streets were repaved, all of which necessitated the installation of a large number of modern street lamps.

An opportunity was also provided to replace a number of gas lamps with new ornamental electric lamps on certain thoroughfares in the older sections of the City, such as Fayette Street, Eutaw Place, Gorsuch Avenue, etc., that were included in the 1938 paving program.

The Lighting Division installed a total of 782 new electric lamps during 1938, while there was a net decrease of 195 gas lamps.

A few of the thoroughfares that were equipped with new ornamental electric lamps during the year are listed below:

211021001	· ·	iumps u	(11 111	g the year are listed below.
<b>34—1</b> 00	C. P. Orn	amental L	amp	s—29th Street from Oak Street to 29th Street
CO 050	"	"	44	Bridge over Jones Falls.
62—250		••	••	-Fayette Street from Broadway to Lake-
	44	44		wood Avenue.
19-600			"	-36th Street from Chestnut Ave. to Falls Rd.
4—100	**	44	"	-Gibbons Ave. from Walther Blvd. to Cross-
•				wood Avenue.
6-100	44	44	**	-Purlington Way from Taplow Road to
				Biffin Lane.
<b>26</b> —600	"	44	**	-Park Heights Ave. from Oakley Ave. to
20 000				Hayward Avenue.
4 100	44	44	. "	•
6—100				-Sheldon Ave. from Mannasota Ave. to
				Findley Ave.
72 - 250	**	"	**	-Eutaw Place from Dolphin St. to North
				Avenue.
51 - 250	**	"	**	-Patapsco Ave. from Hanover St. to Pen-
				nington Avenue.
46-100	".	"	"	—White Ave. from Harford Rd. to Belair Rd.
22—100	44	46	. "	-Calvert St. from Read St. to Mt. Royal Ave.
47—100	4	44	. "	
41-100				-Gorsuch Ave. from Old York Rd. to Kirk
<b>5</b> 4 <b>60</b> 0	"	**	"	Avenue.
<b>74—60</b> 0		••	••	-Howard St. from Richmond Market to
				North Avenue.
28 - 250	"	44	44	—Oak Strreet from North Ave. to 25th Street.
8-200	Watt Bal	lustrade L	amps	s in Howard Street Underpass.
				os—Gorsuch Ave. from Kirk Ave. to Harford
			•	Rd.
29-200	Watt Bal	llustrade I	amn	s on two bridges over Gwynns Falls Valley at
_0 _00				Hilton Parkway.
27 100	C D Om	namontal l	[ amn	s—Hilton Parkway from Edmondson Avenue
21-100	U. F. UII	namemai 1	ոգուր	5—IIIIOH FARKWAY IFOHI EUMOHUSON AVENUO

North Avenue.

# Conduits for Future Lighting

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A new type of street lighting was installed in 1938 on the two bridges over the Gwynns Falls Valley at the Hilton Parkway. These nnits consist of 200 watt luminaires set flush in the balustrades of these bridges about 20 inches above the sidewalk and throw the light in a horizontal beam spread of approximately 120 degrees, with a maximum candle power of 1980. The luminaire is known as G. E. Type A. L.-50, and consists of a prismatic spreadlight door lens, plus an internal Alzak aluminum parabolic reflector. A series of horizontal louvres eliminate objectionable glare above the horizontal through the lamp flament.

A total of 74-600 C. P. lamps of a new type installed on Howard Street from Read Street to North Avenue, including the new bridge over the Jones Falls Valley. These lamps are known as General Electric Type 81 D and are mounted on 4 foot mast arms attached to trackless trolley poles and the mounting height is 25 feet. The lamps are in parallel at an approximate spacing of 100 feet. A feature of these lamps is that all the illumination is thrown downward on the bed of the street and between the curbs. There has been much favorable comment from the public regarding this lighting system, and it is hoped that with funds permitting, the same type lamps will be used on the new Philadelphia Road from Orleans Street to the City Line.

# New Illuminated Street Signs

For the past several years there has been a tendency on the part of the public to complain of an inability to read the porcelain enamelled street signs that are attached to the lighting standards while riding in automobiles after dark due to insufficient illumination from the lamps.

In order to overcome this condition, the Lighting Division experimented over a period of several months with a type of glass or composition sign that would be visible after dark and could be readily seen from an automobile travelling at a speed of twentyfive miles per hour. We finally adopted a sign that consists of four cast aluminum frames, into which are inserted glass or composition transparent street signs, that are mounted on a galvanized bracket which is attached to the standard just below the lamp fixture.

On street signs located at street intersections, we have arranged to place two glass block number signs on the top of the street name sign. These two signs show the block number of each of the two streets that make up the intersection.

The first installation of these new illuminated signs was on Garrison Boulevard from Walbrook Junction to Liberty Heights Avenue. The public reaction was both prompt and very favorable, in fact inquiries were received from a number of out of state cities who were very much interested in this new type sign. Many favorable comments were received from out of state autoists and interstate truck operators.

During the balance of the year we installed these new signs on Fayette Street from Fallsway to Philadelphia Avenue; White Avenue from Harford Road to Belair Road; Patapsco Avenue from Hanover Street to Pennington Avenue; Eutaw Place from Dolphin Street to North Avenue; 36th Street from Chestnut Avenue to Falls Road; Calvert Street from Read Street to Mt. Royal Avenue and on Oak Street from North Avenue to 25th Street.

With funds permitting it is our intention to continue the use of this type of sign on any streets where new ornamental street lighting systems are installed.

We also hope to replace the old type enamel signs on main arteries leading out of the City, with this new sign as soon as funds are available.

The total lamps in service of all types as of December 31, 1938, is 39,707 lamps, of which 22,748 are electric lamps and 16,959 are gas lamps, a net increase of 587 lamps over the total for 1937.

#### NEW CONTRACTS

A five year contract with the Consolidated Gas Electric Light & Power Company that expired May 1, 1938, for gas in large quantities, was not renewed for the reason that based on the consumption of gas at the four institutions covered by this contract, a savings of approximately \$1,000 per year could be effected by making use of the Consolidated Gas Electric Light & Power Company's published "Schedule K" Contract. This contract is renewable in yearly periods and covers all gas used at the City Hospitals, Municipal Office Building and the Enoch Pratt Library.

#### SUMMARY OF LAMP CHANGES IN 1938

	In Service Jan. 1, 1938		Lamps Dis- continued	In Service Dec. 31, 1938
Electric Lamp, all types Gas Lamps, all types		1,280 307	498 502	22,748 16,959
Totals	39,120	1,587	1,000	39,707

# SUMMARY OF LAMPS IN SERVICE DECEMBER 31, 1938

# Incandescent Electric Lamps

Consolidated Gas Electric Light & Power Company owns poles, fixtures and cable

Type of Candle-Fixture power	Type of Service	Remarks	Number of Lamps	Price Per Lamp Per Year
Radial Reflector 60	Overhead		7,056	\$25.75
Radial Reflector 100	Overhead		0	27.50
Novalux 250	Overhead		2,685	40.50
Novalux 400	Overhead	With or withou bowl or dome		
•		refractor	211	51.75
Novalux 600	Overhead	"	30	61.75
Novalux	Overhead	"	0	77.00
Radial Reflector 60	Underground		720	44.88
Radial Reflector 100	Underground		0	46.63
Novalux 250	Underground		1,012	62.88
Balustrade 250	Underground		29	34.00
Novalux 400	Underground	With or withou	ıt	
		refractor	918	74.38
Novalux 600	Underground	. "	30	84.38
Novalux	Underground.	With or withou	ıt	
		refractor	0	99.63
Radial Reflector 62	Combination		2,688	35.93
Novalux 320	Combination	With goose ned	ek	
		or mast arm	100	50.18
Novalux 490	Combination	With goose ned or mast arm	ck 4	60.18

# Ornamental Incandescent Lamps

City owns poles. Consolidated Gas Electric Light & Power Company owns fixtures and cable (except North Avenue fixtures and Eager Street Bridge fixtures)

				Number	Price
Type of	Candle-	Type of		of	Per Lamp
Fixture	power	Service	Remarks	Lamps	Per Year
Novalux	100	Cable in Conduit		426	\$42.13*
Novalux	100	Cable in Ground		1875	29.75*
Novalux	250	Cable ln Conduit		1252	51.88*
Novalux	250	Cable ln Ground		399	39.50*
Novalux	400	Cable ln Conduit		1729	59.88*
Novalux	400	Cable in Ground		16	47.50*
Novalux	600	Cable In Conduit.		245	69.88*
Novalux	600	Cable in Ground .		2	57.50*
Novalux	600	Cable in Conduit.	Two lamps to		
		•	each trolley		
			pole (Light		
			Street)	18	67.19
Novalux	1000	Cable in Conduit.	Two lamps to		
			each trolley		
			pole (Light	•	
			Street)	0	83.19
Novalux	1000	Cable ln Condult		1	86.38
Novalux	1500	Cable in Condult		0	107.38
Pylon	490	Combination	(City owns		
			equipment)	2	56.13
Novalux	<b>10</b> 0	Cable buried in 1m	proved		
		sidewalks		35	35.00*
Novalux	250	Cable buried in im	proved		
. •		sidewalks		48	44.75*
Novalux	400	Cable buried in im	proved		,
		sidewalks		0	52.75*
Novalux	600	Cable buried in im	proved		
		sidewalks		19	$62.75^*$
			-		
		Total electr	ic lamps	$21,\!550$	

Service connections, including post wires and cutouts, where such service does not replace a gas service and/or lamp:

These prices are based on the present prices charged by the City for duct rental, and in the event of any change therein, there will be a change at the rate of \$2.13 per lamp per year for each one cent change in duct rental per foot. This figure has been checked by the City.

# ELECTRIC STREET LAMPS OPERATED BY AMERICAN STREET LIGHTING COMPANY

City owns Poles, Fixtures, Cable, etc., and Furnishes Current. American Street Lighting Co., Furnishes Operation and Maintenance.

^{*}A connection charge of Fifteen Dollars (\$15.00) is to be paid by the City for each lamp unless replacing gas connections; and, in addition, the price per lamp per year specified.

Pata	Por	Lamr	Per	Vear

						$\overline{}$
Type of	Candle-		lumber o	f	Mainte	•
Service	power	Underground	Lamps	Current	nance	Total Cost
Multiple	60 Watt	In conduit	10	\$3.00	<b>\$5.</b> 30	\$8.30
Multiple	100 Watt	In conduit (Amber Lamps)	8	5.75	5.50	11.25
Multiple	100 Watt	In conduit	264	5.75	<b>11.00</b>	16.75
Multiple.	200 Watt	In conduit	12	13.15	12.15	25.30
Multiple	300 Watt	In conduit	55	14.25	13.30	27.55
Series	100 C. P.	In conduit	681	5.75	11.70	17.45
Series	100 C. P.	Cable in ground. (Amortized)	61	3.08	25.41	34.24
Series	250 C. P.	In conduit	21	13.15	12.10	25.25
Series	400 C. P.	In conduit	3	21.60	12.50	34.10
Series	600 C. P.	In conduit	83	25.61	13.30	38.91
		-				

Total Lamps..... 1,198

# GAS LAMPS

City owns Poles and Furnishes Gas and Service Connections. American Street Lighting Company Furnishes Fixtures and Maintenance.

				Rate P	er Lamp	Per Year
Type of Lamp	Candle- power	Se <b>rvi</b> ce	Number of Lamps	Gas	Mainte- nance	Total Cost
Ornamental		Automatic Clock Automatic Clock		\$11.57 9.97	\$14.68 14.68	\$26.25 24.65
One Burner Novalux.	. 55	Automatic Clock	776	11.57	14.68	26.25
Two Burner Boulevard.	110	Automatic Clock	374	18.77	16.28	35.05
Two Burner Novalux.		Automatic Clock Continuous Pilot)	1,425	18.77	16.28	35.05
Two Burner Novalux.	. 110	Automatic Clock ntermittent Pilot)	532	18.77	16.28	35.05
,	Total	Ii	16,959			
			1938	1937	7	1936
		Lighting \$1	,360,040.00	<b>\$1</b> ,336,0	000.00 \$	1,322,300.00
	р '		34.25		33.87	34.38
Average Per ( Street Lig	ghting .	ost of  ulation—Decembe	. 1.57 r 31, 1938		1.55 24)	1.51

# RATES PAID FOR GAS, ELECTRICITY AND STEAM

#### Electric Current

The electric current used by the City in the various Public Buildings including Schools, Fire and Public Buildings, City Hall, Court House, etc., is purchased under two separate contracts:

No. 1.—Where current is furnished through a meter to one premises and the consumption does not exceed 120,000 K.W.H. per year, the rate is \$.0365 per K.W.H. This is known as "Municipal Flat Rate."

No. 2—"A"—Where low tension current is furnished through a meter to one or more buildings and the consumption exceeds 120,000 K.W.H. per year with a demand of not less than 25 kilowatts in any one premises, the fixed cost is \$24.00 per year per kilowatt of demand, with a running cost of \$.0115 per K.W.H. for all current up to 100,000 K.W.H. per month and a secondary cost of \$.009 per K.W.H. for all excess kilowatt hours. This is known as Municipal Power Schedule, Low Tension Service.

"B"—Where high tension alternating current to an extent of not less than 200 kilowatts in any one premises and operating at approximately 4,000 volts is used, a charge of \$18.00 per year per kilowatt of demand is made with a running cost of \$.0087 per K.W.H. for all current furnished up to 1,000,000 K.W.H. per mouth and a secondary rate of \$.007 per K.W.H. for all excess kilowatt hours. This is known as the "Municipal Power 4,000 Volt Schedule."

"C"—For high tension alternating current to an extent of not less than 200 kilowatts at any one premises and operating at 13,200 volts or over, if such current is available a fixed cost of \$16.20 per year per kilowatt of demand is charged, with running cost as follows:

,	Per K.W.H
Up to and including 1,000,000 K.W.H	\$ .0077
From 1,000,000 K.W.H. to 1,500,000 K.W.H	
From 1,500,000 K.W.H. to 4,000,000 K.W.H	
From 4 000 000 KWH and over	

This is known as the "Municipal Power—13,200 Volt Schedule." The above low and high tension schedules are subject to a fuel rate adjustment each month by increase or decrease according to the average cost of coal as delivered to the coal bunkers of the local power company generating plants and is based on changes in the cost of generating electricity by steam due to changes in the cost of coal from a base price of \$4.10 per short ton and shall be taken at the rate of 1/100 cents per kilowatt hour for each 12 cents per short ton change in the cost of coal. The price of coal is filed monthly with the Public Service Commission by the contractor.

# Supply of Gas

# For Street Lighting:

For all gas for street and outdoor lamps located along the company's mains, seven dollars and thirty-six and two-third cents (\$7.36.2-3), per lamp per year, for not exceeding two and one-quarter  $(2\frac{1}{4})$  cubic feet of gas per hour per lamp, payable at sixty-one and one-half  $(61\frac{1}{2}c)$  per month per lamp for all gas consumed in excess of on average of  $2\frac{1}{4}$  cubic feet per hour per lamp, sixty cents (60c) net per thousand cubic feet for such excess.

# For Public Buildings of the City:

For gas supplied to the City along the Company's mains, for lighting the public buildings of the City, a Primary Rate of eighty cent (\$.80) net per thousand cubic feet and a Secondary Rate of (\$.60) net per thousand cubic feet, the Secondary Rate applying to all gas used per month at each separate premises in excess of the amount hereinafter specified as the Primary Rating and only to such excess. The Primary Rating is the number of cubic feet per month which must be used at the Primary Rate before the Secondary Rate applies.

The Primary Rating will be placed at the number of thousands of cubic feet corresponding most nearly to the one hundred (100) times the demand of such premises, the Demand being defined as the maximum hourly rate of consumption in cubic feet. This is equivalent to one hundred (100) hours' use of Demand per mouth, figured to the nearest number of even thousands of cubic feet. The Primary shall remain fixed and a fixed element in billing, so long as the conditions of maximum rate of use at the respective premises do not increase, but shall in no event be taken at less than 4,000 cubic feet per month—three dollars and twenty cents (\$3.20) net.

The Demand is the maximum rate of use by the Customer and is defined as the greatest number of cubic feet used in any one It may be specified in the contract and estimated by the Company from the burner rating or otherwise, and may be redetermined from time to time according to the Customer's normal use of For rapidly fluctuating uses, the demand shall be taken at not ness than 75 per cent of the amount of gas which continuous The demand after having been use for one hour would require. established by measurement, including any increases as shown by later measurements shall be the basis for billing from the time of such measurement and shall not be decreased during the term of Upon extraordinary occasions for a certain limited the contract. period the Company may at its option give permission to exceed the determined maximum rate of use by a stated amount without increasing the estimated demand upon which the Primary Rate is based.

# For Service Connections for Gas Street Lamps:

For service connections from main to street or outdoor gas lamps, in accordance with the Specifications, eighteen dollars (\$18.00) each for material and labor, it being understood in accordance with the Specifications, that the City will pay for the improved pavement charges:

Or, for such services from main to curb only, thirteen dollars (\$13.00) each

Or, for the completion of such services from curb to lamp, or for such services from sidewalk main available on same side of street to lamp, eight dollars (\$8.00) each.

For discontinuance of lamps in accordance with Section 13 of the Specifications, the City will pay the actual cost incident to the work.

For Water Heating, Laundries Cooking, Etc., in the Public Buildings of Baltimore

# Schedule "K" Contract

#### Fixed or Demand Costs:

A price of \$240.00 per year payable in equal monthly installments of \$20.00 will be charged for the first 1,000 cubic feet of demand or fraction thereof.

A price of \$18.00 per year per 100 cubic feet of demand, payable in equal monthly installments of \$1.50, will be charged for that payr of the demand exceeding 1,000 cubic feet of gas and up to and including 15,000 cubic feet.

A price of \$6.00 per year per 100 cubic feet of demand, payable in equal monthly installments of 50 cents will be charged for that part of the demand exceeding 15,000 cubic feet of gas and up to and including 15,000 cubic feet.

The above prices do not include the supply of gas, the lafter being covered by the following Running Costs:

# Running Costs:

A price of 65 cents gross per 1,000 cubic feet of gas, will be charged for all gas supplied under this Schedule, up to and including 100,000 cubic feet per month.

A price of 55 cents gross per 1,000 cubic feet of gas, will be charged for all gas supplied under this Schedule exceeding 100,000 cubic feet and up to and including 1,000,000 cubic feet per month.

A price of 45 cents gross per 1,000 cubic feet of gas, will be charged for all gas supplied under this Schedule exceeding 1,000,000 cubic feet and up to and including 4,000,000 cubic feet per month.

A price of 40 cents gross per 1,000 cubic feet of gas, will be charged for all gas supplied under this Schedule, exceeding 4,000,000 cubic feet per month.

A discount of 10 cents per thousand cubic feet from the gross price of gas is allowed provided the bill is paid at an office of the Contractor on or before the last discount day, ten (10) days from the date of reading the meters.

# Oil Rate Adjustment:

Should the price for oil delivered to the Company's gas manufacturing plant exceed 90 cents per barrel (42 gallons), the net price for each one thousand cubic feet of gas in excess of 4,000,000 cubic feet per month shall be subject each month to an increase or decrease of five-tenth cent (.5c) per thousand cubic feet for each full six and one-quarter cent (6.25c) change in the price for oil per barrel above the said 90 cent base price.

(Note: Changes in the price of oil as affecting the Oil Rate Adjustment charge to the customers will be filed with the Public Service Commission of Maryland, but only when there is a change in the charge or credit).

# Summer Gas Service:

Gas service during the non-heating season, in substitution for district or private steam used during the heating season, or for strictly summer service, where there is no use for gas in the calendar months of December, January, February and March, will be supplied under this Schedule "K", except that the Fixed or Demand Costs will be waived, but there will be a minimum charge of twenty-five dollars (\$25.00) per month during the meter reading months of July, August and September. Any service supplied at any time during the period beginning December 1st and ending March 1st, shall be in accordance with this Schedule "K'," and Fixed Costs will thereupon be charged for a full contract year and thereafter.

# Supply of Steam

The City purchases steam for heating various municipal properties by contract from the Consolidated Gas Electric Light & Power Company at the following rates:

#### Rate per Month

 First
 100,000 pounds per month—\$1.65 per 1,000 pounds

 Next
 100,000 pounds per month—
 1.35 per 1,000 pounds

 Next
 300,000 pounds per month—
 1.00 per 1,000 pounds

 Next
 500,000 pounds per month—
 .85 per 1,000 pounds

 Next
 1,000,000 pounds per month—
 .75 per 1,000 pounds

 All over
 2,000,000 pounds per month—
 .65 per 1,000 pounds

# Collective Application:

The consumption in pounds of steam per month for all the premises shall be added together and the Running Costs, including Fuel Rate Adjustment, as scheduled shall be applied to the aggregate amount.

# Prompt Payment Discount:

A discount of five per cent (5%) will be allowed on the net amount of the bill based on the above rates when paid on or before the due date which is ten (10) days after rendition of bill.

#### Fuel Rate Adjustment:

The net price for each one thousand (1000) pounds of steam supplied under this schedule shall be subject each month to adjustment by increase or decrease according to the average cost of coal as delivered to the coal bunkers of the Company's steam boiler plant or plants. This adjustment is based upon changes in the cost of generating steam, due to change in the cost of coal from a base price of five dollars (\$5.00) per short ton, and shall be taken at the rate of seventh-tenth cent (7/10c) per one thousand (1000) pounds of steam for each ten cents (10c) per short ton change in the cost of coal. This adjustment shall be made to the nearest one hundredth of a cent (1/100c) per thousand (1000) pounds of steam.

# Readiness-to-Serve Charge:

In addition to the above meter rates, there will be an annual readiness-to-serve charge at the rate of five cents (5c) per square foot of connected radiation as computed by the Company, payable ten (10) days after rendition of October bill, and applying from October 1st.

Should the radiation of the Customer's equipment, connected directly or indirectly with the heating system of the Company, be greater than or increased over the number of square feet specified in the contract or recorded by the Company as a basis of billing, the amount of the above charge will be correspondingly increased, and such increased charge shall thereupon become due and payable.

On new connections made subsequent to October first, the original readiness-to-serve charge will be reduced to accord with the reduced season, based on a seven (7) month heating season beginning October first, and such charge shall be payable as aforesaid.

# Readiness-to-Serve Prompt Payment Discount:

A discount of five per cent (5%) will be allowed on the readiness-to-serve charge when charge is paid in full on or before the due date.

#### CONTRACTS

The City of Baltimore has eight contracts with the several public utilities companies listed in the following paragraphs, covering the use of electricity, gas, steam and street lighting maintenance. These contracts are prepared and supervised by the Lighting Division.

Under the terms of several of these documents, the various City Bureaus and Departments purchase one or more of these services and all bills therefor are rendered to this Division for verification as to quantity and prices. After checking and approval, they are forwarded to the proper department for final payment.

- No. 1. The operation and maintenance of the electric street lighting system is furnished by Consolidated Gas Electric Light & Power Company under the terms of a three year contract that expires November 1, 1940.
- No. 2. The supply of high and low tension electric current for all Public Bnildings and other places is furnished by the Consolidated Gas Electric Light & Power Company under the terms of a contract dated January 27, 1927, running for five years and at the expiration thereof, renewable from year to year. This contract is subject to cancellation at the end of annual periods by either party giving notice in writing at least sixty days prior to the expiration of any annual period.
- No. 3. The supply of current for all other Public Buildings, etc., under the "Municipal Flat Rate Schedule" is furnished by the Consolidated Gas Electric Light & Power Company under the terms of a three year contract that expires November 1, 1940.
- No. 4. The supply of illuminating gas for all street lamps and for use in all Public Buildings is furnished by the Consolidated Gas Electric Light & Power Company under the terms of a three year contract that expires November 1, 1940.
- No. 5. Certain electric street lamps in various thoroughfares in the City and in the public parks and squares, together with lamps on a number of bridges throughout the City that are owned by the City, are operated and maintained by the American Street Lighting Company under the terms of a five year contract that expires December 1, 1940. To these lamps the City furnishes the electric current under contracts listed above, specified as No. 2 and No. 3.
- No. 6. All the street gas lamps are operated and maintained by the American Street Lighting Company under the terms of a five year contract that expires November 30, 1941. The City furnishes the gas for these lamps under contract listed above and specified as No. 4.

- No. 7. The snpply of steam for heating various municipal buildings is purchased from the Consolidated Gas Electric Light & Power Company under the terms of a three year contract, dated October 1, 1930, which contract is renewable from year to year, but subject to cancellation at the end of annual periods by either party giving notice in writing at least sixty days prior to the expiration of any annual period.
- No. 8. The supply of illuminating gas for water heating, laundries, cooking and other purposes in certain public buildings, where gas is used in larger quantities than is used under the terms of contract No. 4, listed above, is furnished by the Consolidated Gas Electric Light & Power Company under the terms of a one year contract dated March 8, 1938, and starting May 1, 1938. This contract is subject to renewal from year to year at its expiration, May 1, 1939, but may be cancelled at the end of any annual period by either party giving notice in writing at least thirty days (30) prior to the expiration of any such annual period.

#### GAS, ELECTRIC AND STEAM METER READINGS

An ordinance of the Mayor and City Council requires that all gas, electric and steam meters used in all City buildings and public places owned by the City are to be read by the representatives of this Division each month in company with the representative of the Consolidated Gas Electric Light & Power Company. During the past year approximately 11,000 individual meter readings were recorded. These readings are used as a check on the monthly bills of the contractor to the various City Departments for the quantity of gas, electricity and steam consumed.

A close touch is kept on all buildings wherein the consumption of gas and electricity may increase to such an extent that demand tests may be made with the view of placing the buildings on one of the lower rate schedules listed above in the several contracts.

#### DAMAGED LAMPS

During the year 1938, there was a total of 759 street lamps damaged by vehicles on streets in all parts of the City. Of this total 304 were completely demolished lamps and posts while the balance, 455, were fixture equipment only. The Police Department cooperated to the fullest extent in investigating most of these accidents and during the year furnished the Lighting Division with a total of 566 detailed reports. The total of 759 damaged lamps consisted of 408 electric lamps and 351 gas lamps. Of the total of 304 completely wrecked lamps, 57 were electric lamps and 247 were gas lamps.

#### MISCELLANEOUS MAINTENANCE WORK

The following is a tabulation of work of all sorts performed by our shop and labor forces during the year, thereby keeping the street lighting and street sign systems up to a high standard of efficiency:

2,788 lamp posts painted

450 posts delivered

1,722 street signs straightened

474 street signs removed

15 posts erected for street signs

17 sign posts removed from street

750 lamp posts straightened

49 sign posts straightened

69 jobs of cement paving

1,191 electric lamp post doors repaired

510 bases hauled

1,172 enamel signs erected

1,425 glass signs erected

123 lamp posts removed

#### LAMPS TRANSFERRED

The Lighting Division transferred a total of 189 street lamps to new locations during the past year. These transfers were occasioned by the installation of larger radius curb circles at numerons street intersections by the Bureau of Highways. A few lamps were relocated at the request of private property owners to clear proposed driveways, the expense of all such work however, was borne by such private owners.

#### SERVICES RENDERED TO BUREAU OF SMOKE CONTROL

During the past year the clerical force of the Lighting Division performed certain duties for the Bureau of Smoke Control, which work included the issuance of 4,017 permits; 55 certificates, and 4,017 record cards, covering the installation of various types of combustion equipment. All stenographic work, filing of records, tabulations, reports and similar duties were performed by our clerical force.



TYPE 81D LUMENAIRE-600 C. P. (HOWARD STREET VIADUCT)



NEW ILLUMINATED STREET SIGN AND BLOCK NUMBER



G. E. TYPE 81D LUMENAIRES ON THE HOWARD STREET VIADUCT



HOWARD STREET VIADUCT LOOKING NORTH (NIGHT VIEW)

#### THE DIVISION OF SMOKE CONTROL

#### LUKE ELLIS

## Smoke Abatement Engineer

Smoke abatement in Baltimore has continued to progress during the year and it is now evident that the policy adopted by the Bureau in the beginning "to educate where needed and regulate when necessary" is bringing about the decrease in the volume of prohibited smoke and a general compliance with the tolerances prescribed by the smoke control ordinance.

In following this policy we have found that each furnace is a problem in itself and the factors which affect one are very seldom applicable to the next smoke problem.

No cure-all has ever been discovered for the smoke nuisance, but it is possible to prevent excessive smoke from coming out of a stack by stopping it at the source and this is being accomplished by careful firing of suitable fuel and providing adequate combustion space to consume the smoke in the furnace.

The problems which have confronted the Bureau since it was established can be best described by a brief review of its operations. The first steps toward actual smoke control were taken in February, 1932 when the Bureau was organized. Since then our work has covered a wide range of smoke problems which we have endeavored to solve without imposing undue hardship on the public.

Rules and regulations for controlling smoke were adopted by the Advisory and Appeal Board after public hearings and became effective in 1933. These rules define the smoke tolerance and govern the installation of the various types and sizes of combustion equipment.

Applications giving complete information regarding each piece of equipment must be filed and approved by the Bureau before a permit is issued. Drawings and specifications must accompany the applications for larger equipment. The supervisory control that is exercised under the regulations has prevented the installation of inadequate or obsolete equipment that would be future sources of smoke. It is this control that has proved to be the most important factor in Smoke Prevention.

The work has proceeded along instructive lines and in keeping with the desire to first reduce the smoke from public buildings before applying regulation to others, the Bureau concentrated its efforts on public buildings and succeeded in reducing the number of offenders in this class to a few isolated cases which have since been corrected.

When our activities were extended to include all smoke offenders it soon became apparent that the general public was not familiar with the terms of the smoke control ordinance or the rules and regulations adopted thereunder. The public, therefore, had to be informed concerning fuel, tiring methods, prohibited smoke, prescribed tolerances, etc., before definite progress could be expected in the reduction of smoke. During the first two years every effort was made to acquaint the public with the purpose of the ordinance and to obtain the cooperation of owners and operators of the larger boiler plants in adopting proper methods of firing and the use of suitable fuel to prevent the emission of prohibited smoke.

In addition to the educational work that was necessary during the first years, a survey was made to locate and determine the number of smoking stacks in the city. This survey required daily observations of all offending stacks for several months to provide the information needed on which to base the future operations for controlling the smoke. Many of the stacks had been smoking continuously for years without any effort on the part of the owners or operators to try to improve the conditions that caused the excessive smoke. The worst offenders were given first attention, frequent observations and inspections of each plant were necessary until decided changes were made in the method of firing or handling the equipment to assure a reduction in the smoke to the prescribed degree.

The advantage of smoke indicating devices has been demonstrated in many boiler rooms and the firemen in tall buildings especially, have less difficulty in keeping the smoke under control where these visual or warning devices are installed. Without indicators of some type to assist the firemen, it is impossible for them to know when dense smoke is being discharged from a stack which is not visible from the boiler room. The regulations require such devices in new plants, but we have insisted upon their use in all old plants where it is difficult for the firemen to observe the stacks.

Mechanical firing equipment has generally replaced hand firing in eliminating many bad offenders, but there are a few instances where hand firing has replaced mechanical equipment and stopped the discharge of excessive smoke. This unusual method of decreasing the smoke was adopted by a prominent hotel which discarded pulverizer firing equipment and returned to hand firing, thereby saving on fuel and abating one of the worst smoke nuisances in the city.

Habitual offenders are no longer tolerated and whenever any are found immediate action is taken to compel compliance with the law. With this class of offenders practically eliminated, it has been possible for many of the larger buildings to have their exterior surfaces cleaned for the first time since they were erected.

The practice of taking samples of coal for analysis by the City Bureau of Standards was adopted as a means of informing hundreds of occasional offenders with the fact that there is other coal available with a lower volatile content than the coal they have been accustomed to using. When the analysis shows that the coal is unsuitable for use in the equipment, a notice is sent to the offender to change the coal and use a kind that can be burned with less smoke. The decrease in smoke that has resulted from this practice has justified its continuation.

Smoke prevention has continued to be a large and important part of our work and includes among other requirements, the approval of all applications for permission to install equipment and the examination of all building plans with reference to provisions for controlling and limiting the discharge of smoke from heating and power plants. When the building plans and specifications fail to comply with the smoke regulations, the builders or owners are notified to revise the plans and in every case to file applications for permits before installing the combustion equipment.

The number of applications that have been filed and permits issued since this regulation became effective now total more than 25,000 which establishes an unprecedented rate of adopting new combustion equipment in a comparatively short time. Most of this equipment is oil burners which can be easily regulated to prevent the emission of dense snoke.

It should be noted that the Bureau of Smoke Control since its inception has been functioning similar to a Division in the Bureau of Mechanical-Electrical Service because the latter Bureau is in a position when needed, to assist in haudling smoke control problems. In order to coordinate and provide for the continuance of the smoke control work as a part of the Mechanical-Electrical Bureau, an amendment to the Smoke Control Ordinance was approved March 14, 1938, providing for a Division of Smoke Control in the Bureau of Mechanical-Electrical Service, instead of a separate Bureau as provided for in the original ordinance. The amendment further ordained that wherever the term "Commissioner of Smoke Control" occurs in the original ordinance, the term "Smoke Abatement Engineer" shall be substituted and the Mechanical-Electrical Engineer shall appoint the Smoke Abatement Engineer.

The duties and powers conferred upon the Bureau and the Advisory and Appeal Board by the original ordinance were not changed by the amendment which ordains that the Division of Smoke Abatement Engineer shall continue the work that was being done by the Bureau of Smoke Control.

The recent installation of modern firing equipment in large industrial plants has improved smoke conditions in their vicinity. In some places however, this same equipment which reduces the smoke, is now causing complaints against the emission of fly ash and solids from the stacks. It has been possible in the past to correct a few cases where the fly ash or cinders were emitted with prohibited smoke, but the control of fly ash emissions where there is no prohibited smoke is a matter which was not provided for in the present ordinance.

The need for legislation to effectively control fly ash has been recognized by the Smoke Control Division and the Advisory and Appeal Board and their approval has been given to an Amendment to the Smoke Control Ordinance now pending in the City Council which is intended to regulate such emissions.

The progress that is being made in decreasing the smoke is largely due to the diligence of the inspectors who are daily observing the stacks throughout the city and are constantly on the alert to see that the smoke from any stack does not exceed the prescribed limits. In this as in other regulatory work it should be remembered that the human element is a factor that must be reckoned with in smoke control problems. After corrections have been made and the smoke is brought under control, there is often the tendency to carelessness in handling the equipment or substituting unsnitable and cheaper fuel for the kind that we had recommended which was being used for the purpose of reducing the smoke. Inspections are made periodically to detect such practices which are being stopped by citations to the police courts.

The Division of Smoke Control is operating with the same personnel that was assigned to the Burean at the beginning of the smoke control work. Observation records of all stacks which now extend over a period of several years, provide useful and reliable information regarding the smoke emissions from each stack. By comparing the recent records with the records of previous years, it is possible to determine to what extent the smoke emissions have been reduced from the stacks which were formerly among the offenders. These comparisons show the actual reduction of prohibited smoke from the stacks in all parts of the city.

Permits issued for new combustion equipment during the year show that oil burners continue to be installed in dwellings in large numbers and this has been a help in preventing the dwellings from causing a smoke problem which would be difficult to handle if there was no choice of fuels such as we are privileged to have in Baltimore.

The extent of the smoke control activities during this and preceding years is summarized in the tables which follow as part of this report.

Total .

# CHANGES MADE TO ABATE SMOKE

		Total
	1938	1933-1938
Stokers installed	82	361
Stokers adjusted	11	323
Stokers, careful firing	102	189
Stokers lowered	4	6
	-	19
Stokers repaired	5	
Oil Burners, careful firing	6.1.	298
Defective oll burners removed	2	7
Boilers, careful firlng	234	870
Boilers, changed method of firing		292
Boilers repaired		10
Incinerators, careful firing	33	108
Incincrators, careful ining	3	11
Incinerators repaired	_	
Incinerator screens repaired	10	25
Incinerators renewed	12	12
Incinerators, use prohibited	2	2
Fuel changed to lower volatile	90	399
Fuel changed to anthracite	23	76
Fuel changed to gas	2	6
Fuel changed to coke	3	·š
	7	17
Defective furnaces repaired		
Refinery furnaces, careful firing	1	4
Pulverizers repaired and adjusted	• •	10
Pulverizers abandoned		5
Pulverizers, careful firing	6	15
Combustion control installed	1	2
Bake Ovens, careful firing	7	11
Locomotives, careful firing	17	51
Steamboats, careful firing	3	18
	2	6
Steam Shovels, careful firing	_	_
Gas Mfg., careful firing	2	2
Foundries, careful firing	1	7
Chimneys raised	21	133
Chimneys repaired and cleaned	12	69
Smoke Indicators Installed	7	26
Smoke Indicators adjusted	1	3
Steam Jets installed	6	24
Grates lowered		. 5
Dump fires extinguished	4	. 23
	2	12
Stopped burning trash in boilers	_	
Stopped burning trash outside	7	23
Stopped burning junk	. 1	16
Total	787	3,504
COMPLAINTS RECEIVED AND INVESTIGA	ATED	
Apartments	62	327 ′
Asphalt Plants	3	-6
Automobile Sales and Service	2	9
Bakeries	31	179
Bank Buildings	1	4
Blacksmith Shops		3
	· · i	6
Bottling Works	_	
Bowling Alleys	1	2
Breweries	3	18
Brick Yards	2	5
Butchers		11
Canneries	1	38

	1938	Total 1933-1938
Car Barns		4
Cemeteries	1	3
Churches	2	16
Cleaners and Dyers	7	50
Clubs		3
Coffee Roasters	1	1
Colleges	1	. 6
Comfort Stations		: 2
Community Heat	1	9
Cooperages		6
Dairies	9	33
Distilleries	1	8
Dumps	3	19
Dwellings	63	404
Factories	55	313
Florists	1	4
Foundries		$\hat{7}$
Fraternity Houses	2	$\dot{2}$
Garages	5	59
Gas Works	2	2
Gasoline Service Stations	$\frac{1}{2}$	8
Halls	ĩ	3 .
Hospitals	4	68
Hotels	16	79
Ice Cream Manufacturing Plants	4	23
Institutions.	i	7
Junk Yards		14
Laundries		1.80
Lodge Buildings	1	4
Lumber Mills	$\overline{2}$	5
Marble Yards		2
Markets	2	- 22
Market Stores	8	11
Office Buildings	3	86
Post Offices	1	3
Pet Hospitals		2
Power Houses		11
Public Baths		3
Pumping Stations	1	3
Railroads	22	64
Railroad Shops	1	24
Railroad Tunnel Stacks	1	4
Restaurants	2	17
Saloons	5	27
Schools	9	63
Shops	8	21
Steamboats	3	18
Stores	13	59
Synagogues		4
Tabernacles	1	1
Telephone Exchanges		<b>2</b>
Warehouses	. 1	.14
Total	391	2,411
SMOKE OBSERVATIONS		-,
Choite and a some		Total
•	1938	1933-1938
Stacks observed during year	6,489	15,910
	0,200	T0,010

# COAL ANALYSIS

COAL ANALISIS		
	1938	Total 1933-1938
Samples analyzed by Bureau of Standards	48	670
SMOKE OFFENDERS		
Notices served on smoke offenders	194	966
Police summons issued	12	64
Court orders issued	••	. 1
SMOKE PREVENTION		F 0.40
Building plans examined during year	611	5,848 2,358
APPLICATIONS FILED AND PERMITS ISSU NEW COMBUSTION EQUIPMENT	ED FO	R
Oil Burner installations (domestic)	3,025	21,509
Oil Burner installations (commercial)	347	1,893
Boiler installations (domestic)	1,185	2,239
Boiler installations (commercial)	186	596
Oil Fired Boiler Unit installations (domestic) Oil Fired Boiler Unit installations (commercial)	$\begin{array}{c} 19 \\ 3 \end{array}$	144 48
Furnace installations (domestic)	44	138
Furnace installations (commercial)	4	13
Oil Fired Furnace installations (domestic)	29	131
Oil Fired Furnace installations (commercial)	1	3
Incinerator installations (domestic)	1	. 8
Incinerator installations (commercial)	9	35
Stoker installations (domestic)	29 59	$\begin{array}{c} 91 \\ 269 \end{array}$
Stoker installations (commercial)	3	. 5
Air Conditioning Oil Fired Unit installations (commercial).	_	. 2
Pulverizer installations (domestic)	• • •	2
Oil Fired Water Heater installations (domestic)	` i	. 99
Oil Fired Water Heater installations (commercial)		27
Oil Fired Range installations (commercial)		2
Heat Treating Furnace installations (commercial)	3	4
Stack installations (commercial)	• •	7
Oil Fired Roasting Oven installations (commercial).	• •	8 1
Grate installations (commercial)	• • •	3
Locomotives (commercial)		, 1
Cabinets for Smoking Meat (commercial)	2	2
Total	5,130	27,280
Permits issued during year	4,016	25,212
Permit and certificate fees collected during year	\$2,775	\$14,215
COST OF SMOKE CONTROL FOR THE YEA	R 1938	
Salaries	\$6	,725.15
Labor	1	,307.17
Transportation	• • •	19.99
Supplies	· · ·	148.70 130.00
Total	\$8,	,331.01

# DETAIL COST STATEMENT OF OPERATING EXPENSES FOR THE YEAR 1938

\$11,064.28

	1—GENERAL EXPENSES	
11	Administrative Expenses—Executive Division	*
11-1	Pay and Expenses of Employees	\$10,653.49
11-2	Office Supplies and Expenses	115.33
11-4	Stationery, Printing and Advertising	295.46
	_	
	Total 1—General Expenses	• • • • • • • • • • • • • • • • • • • •
01.4	2—OPERATING EXPENSES	
21-A	Operating Management Expenses— . Eugineering Division	
21-A-1	Pay and Expenses of Employees	<b>96 569 04</b>
21-A-2	Office Supplies and Expenses	\$6,563.04 165.13
21-A-4	Printing, Stationery and Advertising	1.85
21-A-7		1,048.40
		1,048.40
	Sub-Total	\$7,778.42
21-B	Operating Management Expenses-	
01 D 4	Conduit Construction Division	
21-B-1		<b>\$1</b> 3,431.43
21-B-2	Office Supplies and Expenses	531.15
21-B-4 21-B-5		289.53
21-B-5 21-B-7		24,119.29
21-15-1	Miscellaneous Expenses	32.50
	Sub-Total	\$38,403.90
21-C	Operating Management Expenses-	
	Conduit Inspection Division	
21-C-1	Pay and Expenses of Employees	\$25,191.55
21-C-4	Printing, Stationery and Advertising	168.50
	. Sub-Total	\$25,360.05
21-D	Operating Management Expenses— Lighting Division	
21-D-1	Pay and Expenses of Employees	\$10,226.35
21-D-2	Office Supplies and Expenses	15.43
21-D-4	Printing, Stationery and Advertising	136.78
21-D-5	Storeroom and Yard Expenses	2,287.53
	Sub-Total	#10 CCC 00
		<b>\$12,666.</b> 09
21-E	Operating Management Expenses— Incinerator Division	
21-E-1	Pay and Expenses of Employees	\$13,703.34
21-E-2	Office Supplies and Expenses	9.47
$21\text{-}\mathrm{E}\text{-}4$	Printing, Stationery and Advertising	492.28
$21\text{-}\mathrm{E}\text{-}7$	Miscellaneous Expenses	1.02
	Sub-Total	\$14,206.11
21-F	Operating Management Expenses— Mechanical Division	
21-F-1	Pay and Expenses of Employees	\$7,714.47
21-F-2	Office Supplies and Expenses	15.00
21-F-4	Printing, Stationery and Advertising.	337.22
21-F-5	Storeroom and Yard Expenses	6.32
	Sub-Total	\$8,073.01

21-G 21-G-1 21-G-3	Operating Management Expenses— Smoke Control Division Pay and Expenses of Employees Postage, Telephone and Telegraph	\$8,256.96 5.50
21-G-3 21-G-4	Printing, Stationery and Advertising	68.55
	Sub-Total	\$8,331.01
22	Electric Conduit Operating Expenses	Ø155 AG
22-1	Trunk Conduits	\$155.03
22-2	Lateral Conduits	157.00
22-6	Manholes	6,612.90
•	Sub-Total	\$6,924.93
23	Street Lighting Operating Expenses	
23-1	Electric Lighting	\$862,686.57
23-2	Gas Lighting	424,282.23
23-3	Meter Reading	319.96
23-4	Lamp Inspection	4,811.72
	Sub-Total	\$1,292,100.48
24	Street Sign Operating Expenses	
24-1	Changing Street Signs	\$2,188.95
24-2	Street Sign Inspection	5,832.73
	Sub-Total	\$8,021.68
25-A	Incinerator Operating Expenses— No. 1 Plant, Rubbish	
25-A-1		\$0.50
25-B	Incinerator Operating Expenses—No. 2 Plant, Rubbish	
25 <b>-</b> B-1	Supervision and General Operating Ex-	
05 5 0	penses	\$8,921:45
25-B-2	• · · · · · · · · · · · · · · · · · · ·	13,669.60
25-B-3	Conveyor Operations	17,758.11
25-B-4		7,067.06
25-B-5 25-B-6	Assorting Salable Metals.,	1,113.62 $3,739.17$
25-B-0 25-B-7		5.062.45
25-B-1 25-B-8		9,932.27
25-B-9		22,634.61
25-B-3 25-B-1		4,081,41
25-B-1	1 Supplies	
	Sub-Total	\$94,713.36
26	Incinerator Operating Expenses-No. 3 Plan	ıt.
26-1	General Operating Expenses	\$2,148.76
26-2	Unloading Platform	
26-3	Incinerator Rubbish	
26-4	Incinerating Garbage	152,190.06
	Sub-Total	\$228,522.90
27	Garbage Pulverizer Operating Expenses	
27-1	Pay and Expenses of Employees	\$6.23
27-3	Supplies	
	Sub-Total	\$126.20

28 28-1	Scow Expenses Rubbish.	\$10 <i>7 6</i> 0	
	Total 2—Operating Expenses		
	Total 2—Operating Expenses		\$1,745,336.2
	3-MAINTENANCE EXPENSE	s	
31	General Repairs		
$\frac{31-2}{31-4}$	Accounting and Commercial Properties	\$9.66	
31-5	Street Lighting Shop Shop Properties	780.07	
31-6	Storeroom and Yard Properties.	2,118.26 2,744.73	
31-9	Miscellaneous General Properties	4,407.03	
	Sub-Total	\$10,059.75	•
32	Electric Conduit System Repairs		
$\substack{32-1\\32-2}$	Trunk Conduits	\$3,771.00	
32-2	Lateral Conduits Service and Distribution Conduits	445.61	
32-6	Manholes.	2,456.46 3,028.11	
32-7	Hand Boxes—Roadway and Footway	139.94	
32-9	Miscellaneous	11.88	
	Sub-Total	\$9,853.00	
33	Street Lighting System Repairs		
33-1	Electric Lighting Properties	\$13,427.49	
33-2	Gas Lighting Properties	3,535.41	•
	Sub-Total	\$16,962.90	-
34	Street Sign Property Repairs		
34-1	Street Name Signs	\$2,161.42	
35-A	Incinerator Repairs-No. 1 Plant		
. 35-A-1	Building	\$52.85	
35-B	Incinerator Repairs-No. 2 Plant, Rubblsh		
35-B-1 35-B-2	Building. Grounds.	\$1,977.35	
35-B-3	Roads	$20.27 \\ 4.67$	
35-B-4	Scales	125.00	
35-B <b>-6</b>	Crane	709.28	
35-B-7 35-B-8	Conveyor.	961.98	
35-B-8	Salvage Equipment	773.94	•
95 D 10	tenances	4,089.94	
35-B-10 35-B-11	and an arrange Balanthument	91.92	
00-D-11	)	44.39	
	Sub-Total	\$8,798.74	
37 37-1	Garbage Pulverizer Repairs		
37-1 37-3	Buildings. Pulverizer and Appurtenances	\$16.82	
5, 0	_	352.93	
	Sub-Total	\$369.75	*
	Total 3-Maintenance Expenses		\$48,258.41

41 4	4—MISCELLANEOUS REVENUE AND	EXPENSES	
41-A 41-A-1 41-A-2	Incidental Operating Expenses Shop Expenses Shop Orders in Progress	\$37,903.23 121,723.39	
41-A-3	Manufacture of Stock Material—Concrete Forms.		
	Less Shop Work to Accessory	\$160,975.21	
	Enterprises\$159,568.54 Less Mfg. of Concrete Forms to		•
	Stock	160,975.21	
	Sub-Total	\$0.00	
41-B	Incidental Operating Expenses—  Motor Transportation Expenses		
41-B-1	Garage Expense	\$712.84	
41-B-2	Motor Transportation Expense—Bureau	5,771.27	
41-B-3	Tires and Tubes Expense	1,094.00	
41-B-4	Motor Vehicle Expense—Accidents	132.76	
41-B-5	Motor Vehicle Depreciation	3,744.54	
41-B-6	Motor Vehicle Insurance	899.53	
		\$12,354.94	
	Less Rental Rate to Operating Accounts	12,354.94	
	Sub-Total	\$0.00	
41-D	Incidental Operating Expenses— Construction Equipment Expenses	·	
41-D-1	Construction Machinery Expense	\$5,123.75	
	Less Rental Rate to Operating Accounts	5,123.75	
	Sub-Total	\$0.00	· ·
46-A	Gratuitous Work	\$7.02	
46-B	Special Services Rendered Other Bureaus		
46-B-1	Snow Removal	<b>\$288.76</b>	
46-B-3	Shop Work	13, <b>1</b> 72.64	
46-B-4	Miscellaneous	816.25	
47	Sub-Total Sundry Revenue and Expense	\$14,277.65 <b>452.87</b>	
	Total 4—Miscellaneous Expenses		\$13,831.80
	6—FIXED ASSETS AND FUN	DS ⁱ	·
60 60-1-a	Construction Work in Progress Levy Appropriations—Conduits	<b>\$51,817.15</b>	
60- <b>1</b> -b	Levy Appropriations—Street Lighting and		
60-1-c	Sign Properties Levy Appropriations — Incinerator Prop-	25,179.16	
<b>6</b> 0- <b>1</b> -е	erties	$\substack{475.94 \\ 1,388.18}$	
	<del>-</del>	250 000 10	•
	Less Depreciation on Motor Equipment	\$78,8 <b>6</b> 0.43 2,903.73	
	Sub-Total	\$75,956.70	
•	Sub-10tal	φιο,σου.τυ	

68 68-1	Miscellaneous Properties  Motor Transportation Properties	\$2,903.73	
	Total 6—Fixed Assets and Funds.		78,860.43
76	7—CURRENT AND NOMINAL AS	SETS	,
	Purchases	\$71,706.13	
	Accounts	3,272.18	
	Less Distribution to Operating Accounts	\$68,433.95 68,433.95	
	Total 7—Current and Nominal Asse	ts	\$0.00
	Total Expenses — Bureau of Mechanica Service Funds	al-Electrical	\$1,897,351.18
42 42-1 42-2 42-3 42-4	Accessory Enterprises Electric Conduit Systems Street Lighting System Shop Work Miscellaneous Billwork	\$8.591.46	
60-3-	a Levy Funds—Pay-As-You-Go Plan—Condu	ita	189,354.33
69-A			16,583.72 42,306.81
	Grand Total	_	
	Grand Total		\$2,145,596.04
1C	SUMMARY COST STATEMENT OF OPERATED FOR THE YEAR 1938 seneral Expenses	TING EXPEN	ISES
1	1 Administrative Expenses—Executive Divisi	ion	\$11,064.28
2	perating Expenses 1-A Operating Management Expenses — Engi-		
2	neering Division	\$7,778.42	
	duit Construction Division	38,403.90	
2	1-C Operating Management Expenses — Conduit Inspection Division	25,360.05	
2	1-D Operating Management Expenses—Light- ing Division	12,666.09	
2	1-E Operating Management Expenses-Incin-		
2	erator Division	14,206.11	·
· 2	chanical Division		•
2	Control Division	8,331.01 6.924.93	
2	3 Street Lighting Operating Expenses		
2	4 Street Sign Operating Expenses	8,021.68	
2	5-A Incinerator Operating Expenses — No. 1 Plant, Rubbish	.50	
2	5-B Incinerator Operating Expenses—No. 2 Plant, Rubbish	94.713.36	
2	6 Incinerator Operating Expenses — No. 3		
2	Plant	$228,522.90 \\ 126.20$	
$\overset{2}{2}$	8 Scow Expenses	107.62	
			1,745,336.26

3—Maint 31 32 33 34 35-A 35-B 37	General Repairs  General Repairs  Electric Conduit System Repairs  Street Lighting System Repairs  Street Sign Property Repairs  Incinerator Repairs—No. 1 Plant, Rubbish Incinerator Repairs—No. 2 Plant, Rubbish Garbage Pulverizer Repairs	\$10,059.75 9,853.00 16,962.90 2,161.40 52.85 8,798.74 369.75	
4—Misce 46-A 46-B 47	controllaneous Expenses Gratuitous Work Special Services Rendered Other Bureaus Sundry Revenue and Expense	\$7.02 14,277.65 <b>452.87</b>	
6—Fixed 60 , 68	Assets and Funds Construction Work in Progress Miscellaneous Properties	\$75,95 <b>6</b> .70 2,903.73	
42	Total Expenses—Bureau of Mechanica Service Funds		\$1,897,351.18 189,354.33

•	FINANCI	AL STATEME	NT OF APP	PROPRIATION	S AS OF DECEM	BER 31, 1	.938	
		Appropria-		Total	•	Encum-	Total	
Acco		tions	Increments	s Credits	Expenditures	brances	Expenditures	Balance
9.20a	Salaries	\$84,100.00		\$84,100.00	\$81,764.09		\$81,764.09	\$2,335.91
9.21	Labor	176,400.00		176,400.00	187,316.11		187,316.11	10,916.11
9.22	Expenses	40,200.00	\$5,693.00	45,893.00	72,290.82		72,290.82	26,397.82
9.23	Purchasing Agent's Ac-							• •
	count	34,250.00	40,772.61	75,022.61	76,000.38	\$867.00	76,867.38	1,844.77
9.24	Incinerator Contract	183,200.00		183,200.00	209,459.40		209,459.40	26,259,40
9.26	Gas and Electric Contract	1,335,000.00	• • • • • • •	1,335,000.00	1.285,864.49	•••••	1,285,864.49	49,135.51
	Total	\$1,853,150.00	\$46,465.61	\$1,899,615.61	\$1,912,695.29	\$867.00	\$1,913,562.29	\$13,946.68
	Shop Expenses	11,000.00	119,919.61	131,019.61	129,272.72		129,272.72	1,746.89
9.28	Compensated Work		175,640.40	175,640.40	176,084.99		176,084.99	444.59
	From Surplus		12,199.79	12,199.79				12,199,79
9.28	Compensated Work Car-					•		,
	ried to 1939		444.59	444.59				444.59
93-D	Pay-As-You-Go Plan	• • • • • • • •	15,333.24	15,333.24	15,333.24		15,333.24	0.00
	Grand Total	\$1,864,250.00	\$370,003.24	\$2,234,253.24	\$2,233,386.24	\$867.00	\$2,234,253.24	\$0.00

## VALUATION OF BUREAU OF MECHANICAL-ELECTRICAL SERVICE PROPERTIES AS OF DECEMBER 31, 1938 Valuation

Description	Additions	Retirements	Land	Structures and Equipment	Total
General Properties			\$96,204.60	\$341,998.43	\$438,203.03
Electric Conduit Properties	\$224,163.59	\$8,513.89		9,517,837.13	9,517,837.13
Street Lighting Properties	32,688.66	21,402.09		1,284,444.32	1,284,444.32
Street Sign Properties	3,375.64	615.76		48,391.71	48,391.71
Incinerator Properties	1,757.60	508.00	41,191.05	864,169.55	905,360.60
Garbage Pulverizer Properties				13,384.22	13,384.22
, Motor Transportation Properties	3,453.73	3,794.54		9,016.22	9,016.22
Materials and Supplies				41,786.72	41,786.72
Construction Work in Progress	• • • • • • • •	• • • • • • • •	,	22,246.29	22,246.29
Total	\$265,439.22	\$34,834.28	\$137,395.65	\$12,143,274.59	\$12,280,670.24

### REPORT OF THE QUANTITY AND VALUE OF ELECTRIC CONDUIT PROPERTIES IN SERVICE AS OF DECEMBER 31, 1938

Additions			Retireme	nts	In Service December 31, 1938				
Description Trunk Conduits Type "B" Trunk Con-		Lin. Ft. 29,684	Cost \$106,366.77	Duct Ft.	Lin, Ft.	Cost \$79.71	Duct Ft. 15,986,281	Lin. Ft. 1,080,754	Cost \$4,224,667.58
duits							779,768	68,608	182,522.09
Lateral Conduits		15,018	34,055.74	2,057	1,796	1,244.72	2,309,284	940,251	1,011,019.39
Service and Distribu-		4 004	0.011.07	0.070	2 0.65	4,232.71	2,896,798	622,485	1,201,174.83
tion Conduits Type "B" Service and	<b>8,1</b> 33	4,224	. 9,911.97	8,970	3,065	4,232.71	2,890,198	022,400	1,201,114.00
Distribution Conduits							516,983	67,364	167,942.60
Dead End Conduits		547	687.47	823	161	273.71	571,792	155,966	177,813.74
P. and F.A.T. Conduits							318,123	111,908	151,772.47
Special Connections—									
Fire Alarm Boxes	365	311	742.34	78	78	5 <b>1</b> .48	25,135	24,314	18,393.20
Police Boxes	78	78	102.23	37	37	24.42	7,466	7,342	<b>5,036.2</b> 5
Traffic Signals	319	319	636.02	98	98	64,68	12,445	11,640	8,620.86
Safety Beacons	2,134	2,134	8,466.49				7,171	7,181	<b>1</b> 3, <b>214.</b> 85
Control Boxes							383	383	258.38
Trolley Poles	408	176	481.45	436	206	161.20	43,692	21,536	18,733.06
Work in Progress				• • • • •		• • • • • •	15,092	11,160	20,291.84
Total Conduits	362,625	52,491	\$161,450.48	12,805	5,466	\$6,132.63	23,490,423	3,130,892	\$7,201,461.14
	Trench	•		Trench			Trench		
	Feet	Number	Cost	Feet	Number	Cost	Feet	Number	Cost
Manholes—			0000	1 000				•	
Trunk and Lateral	1,145	146	\$58,383.97	76	12	<b>\$2.367.82</b>	49,538	6,965	\$1,733,276.18
Serv. & Distribution							17,643	3,328	<b>51</b> 5,561.79
P. and F.A.T							1,375	320	50,420.49
Handboxes	229	352	4,329.14	2	3	13.44	4,768	7,261	37,409.37
Work in Progress								104	1,695.62
Total Manholes.	1,374	498	\$62,713.11	78	15	\$2,381.26	73,324	17,978	\$2,338,363.45
Grand Total	<del></del>		\$224,163.59			\$8,513.89			\$9,539,824.59

DEPARTMENT OF PUBLIC WORKS

## STATEMENT SHOWING OCCUPANCY OF ELECTRICAL CONDUITS AS OF DECEMBER 31, 1938

Conduits Available for Occupancy		Duct Feet	Percentage
Trunk	15,986,281		
Type "B" Trunk	779,768		
Lateral	2.309.284		
Service and Distribution	2,896,798		
Type "B" Service and Distribution	516,983		
P. and F. A. T	318.123		
Special Connections	010,120		
Fire Alarm Boxes	25.135		
Police Boxes	7,466		
Traffic Signals	12,445		
Safety Beacons	7,181		
Control Boxes	383		
Trolley Poles	43,692	22,903,539	100.0%
Less Conduits Occupied			
Mains	6,697,914		
Distribution	2,999,503	9,697,417	42.3%
***************************************	_,;;;;;;;		12.0 /0
Conduits Unoccupied		13,206,122	57.7%

### INTEREST AND SINKING FUNDS ON MECHANICAL-ELECTRICAL SERVICE LOANS FINANCED DURING THE YEAR 1938

		Sinking	Amount of Stocks and Bonds Outstanding
Loan	Interest	Fund	as of 12/31/38
\$1,000,000.00—1958—4%			
(Conduit Loan) \$2,000,000.00—1962—4%	\$40,000.00	\$5,000.00	\$1,000,000.00
(Conduit Loan) \$1,000,000.00—1918 to 1942—4%	80,000.00	14,000.00	2,000,000.00
(First Conduit Serial Loan)	10,340.00	53,000.00	232,000.00
(Second Conduit Serial Loan) \$1,000,000.00—1933 to 1967—4%	55,000.00	50,000.00	1,350,000.00
(Third Conduit Serial Loan) \$1,150,000.00—1922 to 1946—5%	34,200.00	29,000.00	826,000.00
(General Improve- ment Loan— \$26,000,000.00)	27,677.50	52,634.50	527,230.00
\$7,650,000.00—Total	\$247,217.50	\$203,634.50	\$5,935,230.00

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In describing the work which has been accomplished by the Electrical Commission since its formation in October, 1898, it might be interesting to first briefly outline the history of underground conduit construction in this city prior to that date, and touch on the most important points which ledctoothe appointment of the first Commission.

In 1889-90 the Chesapeake and Potomac Telephone Company took the initiative in underground conduit construction, when they built a small amount of conduits in the business or congested district of the city. In the Charter under which the Telephone Company was operating was a provision which made it compulsory for them to reserve one duct or compartment in each line for the free use of the city. Shortly after this, the city constructed several small conduit lines in order to tie in the lines already built by the telephone company, thereby making the one duct available for their use. Besides this, The Brush Electric Company laid about 10,000 feet of cement line pipe on North Avenue between Charles and Gay streets.

About this time the city awoke to the fact that if any concentrated effort was to be made to remove the unsightly poles and wires, which were increasing in numbers from year to year, it would be necessary to start in a methodical and business-like way, and to formulate some plan whereby all the wire operating companies would be obliged to place their wires underground, and all under the same conditions.

In 1892 an Act was secured by the city which empowered the Mayor and City Council to appoint a commission for this purpose. This Act did not, however, provide for any appropriation with which to carry on the work. In 1896 the Legislature passed an Act authorizing the

city to issue stock to the amount of \$1,000,000.00 subject to the approval of a majority of the registered voters of the city. The ordinance submitting this Act to a vote was passed the same year and was approved by the voters in November, 1897.

After this, the City Council appointed an Electrical Commission wands defined in detail the duties of the commission. This Commission was composed of the Mayor as Chairman, the City Register as Secretary and the Preisdent of the Fire Board as the third member. This ordinance was approved August 25, 1898.

The Commission met on October 1st, 1898 and appointed a Chief Engineer and certain sub-ordinates. Work was immediately started on formulating plans, procuring certain necessary data and other work necessary before actual construction of the conduit system could be begun. This construction work was started in March, 1899, and from that time until the present, construction work has gone on each year.

When the Engineering force started to formulate its plans it was, of course, necessary to determine the different lay-outs and future wants of all of the several wire operating companies, which at that time were: The Baltimore City Passenger Railway Company, The Baltimore Consolidated Railway Company, The Brush Electric Company, The Edison Electric Illuminating Company, The Northern Electric Company, The Chesapeake and Potomac Telephone Company, The Maryland Telephone Company, The Postal Telegraph-Cable Company and The Western Union Telegraph Company. While this was going on certain data as to the location and character of underground obstructions which would be met with was looked up, but it was found that unfortunately the city had never kept any detailed records of the hundreds of gas pipes, water pipes, drains, sewers, and other underground structures; so, it was necessary to dig hundreds of test holes to determine the exact

conditions under the surface of the streets. This cost thousands of dollars. All of this data was plotted on plats drawn to the scale of twenty (20') feet to the inch; and then the work of determining on the locations of the different lines was begun. This, as I said, was finished in time to begin actual construction work in March, 1899.

system for electric wires is made up of several different classes of conduits; First, Trunk lines, which are of necessity the largest and which carry the trunk or through cables from the different power plants to the different feeding centres or points from which the several companies feed certain districts. There are now ten power plants or sub-stations operated by the Consolidated Gas Electric Light & Power Company, six operated by the United Railways & Electric Company and three by the Baltimore & Ohio Railroad Company.

Next comes the Lateral lines or lines which distribute cables from the Trunk line centres to smaller centres of distribution, which centres are picked out as being the geographical centres of any particular portion of the city. Then we have distributing lines for house to house service. These lines are usually built under the sidewalks and distribute the cables from the lateral lines into the several buildings to be supplied with current of one kind or another. In addition to these three classifications we also have small spurs known as trolley taps, which feed the railway trolleys underground; are light connections which feed the are lamp poles underground; Police and Fire Alarm call box connections which feed the Fire Alarm boxes and the Police call boxes underground.

Besides these we have recently introduced a system of supplying connections to buildings in the residential section of the city, where the houses which use electric current are pretty well eral lines are run East and West to intersect trunk lines or laterals as the case may be, which run North and South. From these lateral lines underground pole connections are made in the alleys in the rear of the buildings and from these poles wires may be distributed to each building in a block. By this system all the streets are cleared of overhead wires and poles and the poles are confined entirely to the alleys.

Now as to the method of actual construction work. After it is found necessary to lay a certain size line in any particular street, test holes are dug in the location of the proposed manholes. This is done in order that if a space large enough to admit the construction of a manhole is found, the test hole can be used as part of the excavation for the mahhole, thereby saving the cost of the test hole; but it is sometimes found that the location of the manhole has to be shifted one way or the other. After it is found that there is room for a manhole at any particular point the trenches are opened up between two manholes to the required depth. I might say that all trenches, except those on steep grades are laid to the readings of a level, so as to do away with any chance of having broken grades or low points, what we call pockets in the line, where water can settle.

In the bottom of the trenches we place from three (3") to six (6") inches of concrete, depending largely upon the character of the soil. Sometimes it is found necessary to reinforce this concrete with iron rods. Then the conduits are laid and before any concrete is put on top of them, are carefully lined up so as not to have any kinks or curvatures in the line. then the side concrete, three (3") inches thick is put in, and three (3") inches of concrete on top. After this has had a chance to settle the trenches are back-filled.

### ******

Several different kinds of conduit material are used. Some of it is vitrified clay and some of it made of a fibrous composition which is known as fibre conduit. The vitrified clay conduit comes in different sizes, viz: one duct, four duct, six duct and nine duct, and the fibre conduit in  $1\frac{1}{2}$ ", 2" and 3" inches diameter.

The joints of the terra cotta conduit are wrapped with a heavy cheesecloth, dipped in a composition composed of Asphaltum, wax tailings and pitch, which serve to make the joints more or less water tight.

As to the maholes, several different styles are used. The trunk line manholes are usually constructed of brick, laid in cement mortar, with walls of a thickness of either nine (9") or thirteen (15 (13") inches, depending upon the size and depth of the hole. The trunk line manhole varies in size from six by five feet inside measurement to twelve by sixteen feet, depending upon the number of ducts entering the hole. The depths vary from eight to fifteen feet, depending upon the arrangement of the ducts in the walls of the hole, and their depth.

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No. 30.

RESOLUTION REQUESTING THE DEPARTMENTAL HEADS TO NUT SUCH LABORIES AS MAY BE EMPLOYED IN EACH OF SAID DEPARTMENTS UPON A THO-DOLLAR BASIS. OR. IF THAT CAMOUT BE DONE. TO PAY THEM BY THE WHEE AT THE RATE OF THE DOLLARS PER WERK. REGARDLESS OF THE IN-TERPERENCES OF THE WEATHER.

WHEREAS, the City Council, in response to a popular conviction, has endeavored by a series of resolutions and other measures to secure for municipal laborers a wage rate of two dollars per day; and

WHEREAS, among other things the Council specifically requested.

His Honor the Mayor to instruct the departmental heads to make requisition for labor at the two dollar rate; and

THEREAS, the Mayor, instead of instructing the departmental heads as he was requested, sent an entirely different order to each of said departments; and

positive and compulsory requisition from said MAIA departments at the two-dollar rate, suggested that the requisition be an alternative one, first at the two-dollar rate and, secondly, at the dollar and sixty-six cents rate; and

WHEREAS, this refusal of the Mayor to pursue the course recommended by the City Council destroyed the project which otherwise would have made certain the two-dollar rate; and

THERMAS, the Mayor's instructions to submit alternative estimates would not have been made had there been a bona fide purpose on the part of the Mayor and his friends on the Board of Tatimates to occure the two-dollar rate; and

THEREAS, said alternative estimates would not have been necessary had the Keyor been sincerely in earnest about obtaining two dollars at this time for labor; and

cially notified the City Council when said estimates would be considered. notwithstanding the specific request, by resolution, to both the Mayor and said Board that said notice be sent in order that the Council's special committee might be heard; and

making a single and direct requisition on the Board of Ratimates for nothing but the two-dollar wage, owing to the form of the Mayor's instructions; and

WHENEAS, in the sessions of the Board of Estimates, before the wage question came up for final settlement, it was made manifest that said Board had resolved to cut everything so as to reduce the tax rate for this particular year; and

WHEREAS, the disclosure of this purpose rendered useless any departmental request for the two-dollar rate; and

WHEREAS, compliance with this year's fixed policy of the city executive made it necessary for the several departments to content themselves with the existing wage rate; and

THEREAS, in conformity therewith, some departments asked for the old \$1.66 rate; but calculated the same on the basis of ten dellars per week instead of by the day; RNR be it

RESOLVED by the Mayor and City Connoil of Baltimore, that the several departmental heads be and the same are hereby requested to pay their laborers at the rate of two dollars per day if the funds in hand for 1907 will justify or permit of such wages; be it further

RESOLVED that if the fund in the hands of said departments is insufficient to pay laborers two dollars per day for the days not-ually worked, then the said departments are hereby requested to contract with said laborers by the week, paying them ten dollars per week, despite any interferences to work which may be interposed by nature; this request to contract by the week, however, shall not apply to those cases in which laborers are employed temporarily and on work requiring less than a week-to complete it; be it further

RESOLVED that a copy of these resolutions be sent by the Mayor to each department.

Approved Jan. 21, 1907,

B. Clay Timenus.

Mayor.

REFERRED TO.....

RECENTO JANGO ROGT

AND WELLED

A TRUE COPY,

22 101

1907

Register.

Resolution to - rate of laborers July

RELATING TO BUILDING A CONDUIT ON NORTH STREET, AND REMOVING WIRES FROM THE ELEVATED STRUCTURE THEREIN.

From "Keasbey on Electric Wires" page 92, sec. 72.

This legislation (referring to the general removal of overhead wires) has been held to be a valid exercise of the police power.

Injunctions against removing the wires have been denied, and in an action for damages for cutting the wires the New York court of appeals ordered judgement to be entered for the defendant.

The question came before Judge Wallace, of the United States circuit court for the southern district of New York, (Western Union Teleg. Co. vs. New York, 38 Fed. Rep. 552; 2 Am. El. 6as. 195, 1889) and he held that the act of 1884 was a valid police regulation, even as to a telegraph company engaged in interstate commerce which had accepted the provisions of the act of Congress of July 24, 1866; (U.S. Rev. Stat., sec. 5263. See first section of chap. XII, infre.) and which thereby became, as to government business, a government agency, and also that the act of the New York legislature was good as a police regulation, even though it gave special privileges to a subway company.

And he denied amn injunction abainst cutting down telegraph wires left hanging in the streets after notice to place them in the subways, but as to wires along the line of the elevated railroad, which was a post-road of the United States, he said it was doubtful whether the statutes were lawful to the extent of depriving the plaintiff of the use of such a road, and he granted an injunction.

The act of engress (of July 24, 1866) has not the effect of putting telegraph companies beyond municipal control in the use of the streets. When the Lehislature of New York gave authority to commissioners to cause telegraph wires in large cities to be placed underground, Judge Wallace allowed a temporary injunction to stand,

ned, on the ground that it was doubtful whether the State's statutes could deprive the plaintiff of the use of a post road; (ref. W. U. Teleg. vs N. Y. as above) but it was afterward held by the New York court of appeals that the acts of congress in regard to telegraph companies and post roads did not deprive the state of the control of its highways, and its right to regulate them under the police power, and that the acts probiding for the use of post roads are perfectly satisfied by the permission given by state legislation to put the wires in subways. (Am. Rapid Teleg. Co. vs Hess, 125 N.Y. 641, 26 N. E. Rep. 919, 3 Am. El. Cas. 142; Richmond vs Southern Bell Tel. Co., -U.S.C.C.A. - 85 Fed. Rep. 19, 1898; same vs same, 174 U. S. 761.)

In a later case the supreme court of the United States said:
"It is a misconception to suppose that the act of 1866 carries with
it the unrestricted right to appropriate the public property of a
state. It is, like any other franchise, to be exercised in subordination to public and private rights."

St. Louis vs W.U. Teleg. Co., 148 U.S. 92, 4 Am. El. Cas. 1084 Postal Teleg. Co. vs Baltimore, 79 Md. 502, 5 Am. El. Cas. 37; Postal Teleg. Co., vs Charleston, 153 U.S. 692 (1894); Michigan Tel. Co. vs Charlotte, 93 Fed. Rep. 11 (1899). IN RE THE POLICE POWER OF THE STATE TO PLACE WIRES UNDERGROUND.

**Keasbey on Electric Wires*, page 93, sec. 72.

This subject came up before the state courts of New York in several cases. In PEOPLE vs SQUIRE, (People ex rel. N.Y. Electric Lines Co., vs Squire, Com'r, 107 N.Y. 593-1888-, 14 N.E. Rep. 820, affirming 14 Daly, 154, 2 Am. El. Cas. 170.) the court of appeals decided that the act of 1884 (of the New York Legislature) was not unconstitutional, and was a proper exercise of the power to regulate streets. The court said that in great cities there were many public uses to which the streets were necessarily put, -that they must be used for sewers, gas pipes, steam pipes, telegraph and electric wires, and that it was competant and proper for the legislature to distribute the space for the various uses, so that all should best serve the public convenience, and that in the exercise of this poweritwas reasonable to require the electric wires to be placed in subways under the control of a neutral board, which should determine how and where the various kinds of wires should be laid.

This decision was affirmed by the supreme court of the United States, and the court said that the statutes of 1885 and 1886 giving control to the board of commissioners of electrical subways did not impair the obligation of the existing contract with the city, and were a constitutional exercise of the general police powers of the state. (145 U.S. 175, 4 Am. El. Cas. 122.)

This decision was followed in two cases in the supreme court of New York, (U.S. III. Co. vs Hess, 3 N.Y. Supp. 777, 19 N.Y. St. Rep. 883, 2 Am. El. Cas. 187; U.S. III. Co. vs Grant, 7 N.Y. Supp. 788, 55 Hun. 222, 3 Am. El. Cas. 95. See also East River Elec. Lt. Co. vs Grant, 25 Jones and S. (57 N.Y. Superior Court) 553, 9 N.Y. Supp. 317, 3 Am. El. Cas. 127.) and the question came again before the court of appeals in AMERICAN RAPID TELEGRAPH CO. vs HESS? decided February 24, 1891. (125 N.Y. 641, 26 N.E. Rep. 919, 3 AM. El. Cas. 142, 10 Ry. & Corp. L. J. L17, affirming 12 N.Y. Supp. 536, 58 Hun, 610, 35 N.Y. St. Rep. 606. See also Armstrong V. Grant, 31 N.Y. St.

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Rep. 248, 9 N.Y. Supp. 388, 50 Hun, 220.)

The plaintiff, a telegraph company organized under the telegraph acts of 1848 & 1853, had constructed lines in the streets of the city of New York without any special grant or authority of the city. The plaintiff claimed that these acts operated as a grant to it of a franchise to use the streets, which constituted an inviolable contract under the protection of the constitution of the United States, so that neither the state nor the city could cause the poles and wires to be removed without making compensation.

The court held that the statute did not grant the plaintiff any interest in the streets, but only conferred upon it an authority or lipcense to enter upon the streets and use them for a public purpose—one of the purposes for which the public streets could be used—not inconsistent with the use for general street purposes, and that these acts of the legislature were general public legislative acts in the exercise of the police power of the state, and therefore they were not beyond the reach of future legislation.

The court said, moreover, that even though they were a grant of some sort of franchise, yet the state did not abdicate its power over the public streets, nor in any way curtail its police power, nor absolve itself from the duty of maintaining the streets and highways of the state in a safe and proper condition for public travel, and they held that the order to remove the poles and wires and put the wires in the subways, after due notice, was a proper and reasonable exercise of the control over streets, and that the cutting down of wires, after failure to comply with the notice, was not a taking of property for public use, but was simply a removal of it after it had become a nuisance.

The court said, also, that the authority to remove wires could be found in the proviso of the act of 1848 under which they were erected, namely, that they should not be so constructed as to incommode the public use of the highways. The legislature, having decirated that they do obstruct the public use of the streets has a

right to direct them to be put beneath the surface. The telegraph company insisted that under the act of congress of July 24, 1866, Revised Statutes, section 5263, they were entitled to use the post roads of the United States, and that under section 3964, and the act of March 1, 1884, all letter carriers' routes and all public roads and highways were post roads; but the court held that these acts of congress could not deprive the state of the control of its highways and its right to regulate them under the police power, and that the laws of congress are perfectly satisfied by permission to place the wires in the subway.

RELATING TO BUILDING ACONDUIT ON NORTH ST A REMOVING WIRES FROM THE ELEVATED STRUCTURE THEREIN

### STATUS AND DUTIES OF THE ELECTRICAL COMMISSION.

The Electrical Commission is an Ex-officio body, composed of the Mayor, City Register, and President of the Board of Fire Commissioners.

The Mayor, by resolution of the Electrical Commission, has hitherto acted as Chairman, and the City Register, in the same way, as Secretary.

The powers and duties of the Electrical Commission are defined in Ordinances No. 106, 107 and 108, of the Mayor and City Council, which were approved August 25th, 1898. These ordinances were passed under authority of the Legislature, Acts of 1892, Chapter 200.

Ordinance No. 106 empowers the Commission to order and compel all wires to be placed underground in the City conduits. It prescribes that a notice must be sent to the owners of overhead wires when the conduits are built, to remove said overhead wires within 150 days after receipt of the notice. Failure to remove wires within the 150 days, subjects the owners of poles then standing to a fine of \$50. per week for each pole for four weeks, or a total fine of \$200. per pole. At the end of this second limit, the Commission is directed to chop or saw down and remove the poles and wires then still standing.

Ordinance No. 107, is the ordinance which names the Commission, and under which it derives its general authority.

- 1. Authority to construct a general system of conduits;
- Authority to employ Engineer; Authority to employ help; 2.
- 3.
- Authority to purchase materials, and that only registered 4. voters may be employed;
- 5. Preparation of plans and specifications for the work to be performed, and advertisements of proposals;
- Authority to determine rentals and fix conditions, rules etc.; 6.
- Authority to act for rental in arrears; 7.
- Monthly statement of receipts to be made to the City Comptroller; Lessees to give bond for space rented; Authority to require all wires to be placed underground; 8.
- 9.
- 10.
- 11. Authority to rent space;
- Appropriation of \$1,000,000. 12.

Ordinance No. 108, was passed for the purpose of enabling the Electrical Commission to secure information from the Companies which owned overhead wires and poles on the streets, prior to the beginning of construction. It requires these companies to furnish, fully and accurately, the necessary information, within 60 days from the time the notice should have been squared the President or General Manager of each of the several companies, such notice to be signed by the Mayor. Upon default in complying with this notice, the Company to be subjected to a fine of \$25. per day for each day they shall remain in default thereafter.

#### RESULTS OF THE COMMISSION'S WORK.

The Electrical Commission, by virtue of Ordinance No. 107, organized on the 21st day of September 1898, by the election of the Mayor as Chairman and the City Register as Secretary. Construction work was begun in the Spring of 1899, and before notices could be served upon the Companies to remove their wires, it was necessary that a certain proportion of the system should be constructed. A large amount of work was completed in 1900, and made ready for occupancy, and from time to time legal notices were served upon various companies to remove their wires and put them underground. Very early in the effort to remove wires, it was discovered that the limit of time which was allowed by ordinance No. 106, namely 150 days, was inadequate to enable the Companies to readjust their systems to conform with the law. Considerable delay naturally resulted from this fact, but in spite of the delays, by 1901 considerable cables had been pulled into the municipal conduits, considerable wire had been removed from the streets, and some poles (about 135) removed from the streets in the down-town section. At this date, there is no Company in the city which is not working, with more or less vigor, in getting its cables into the City conduits, and removing wires and poles from the streets. The following companies have practically completed work under the several notices sent them to this date:

Maryland Telephone & Telegraph Company,
Postal Telegraph-Cable Company,
Western Union Telegraph Company,
B. & O. R. R. Co., Electric Light Service,
B. & O. R. R. Co., Telegraph Service,
United Railways & Electric Company.

The two remaining Companies, the Chesapeake & Potomac Telephone Company

and the United Electric Light & Power Company are now at work upon their systems gettingthem into the City conduits. The delay with reference to the Chesapeake & Potomac Telephone Company resulted from the fact that an appeal to the Courts had been necessary in order to establish the legal relation existing between the Chesapeake & Potomac Telephone Company and the City. As a result of this litigation, the Chesapeake & Potomac Telephone Company has entered into a contract by virtue of which it will remove all its poles and wires from the down-town district, and for this purpose, will use in part its own conduits, and in part the conduits belonging to the City. Work is now progressing, and it is expected that by the end of the present year, the Chesapeake & Potomac Telephone Company will have removed all of its remaining poles and wires in the congested section of the City.

In the case of the United Electric Light & Power Company, the removal of their overhead wires has made it necessary to practically re-construct their distributing system, and this Company has taken advantage of the situation to re-design its power equipment, and they are now adding new machinery in their Central operating station on Pratt Street, and are constructing a sub-station in Little Sharp Street. This construction is not solely due to the notices which have been served upon that Company by the Electrical Commission, as the primary consideration has been the concentration of their power in one station, eliminating the present uneconomical method of operating three separate and distinct power stations.

The Electric Light Company, has, within the past year, in the business section of the City, put all of its arc light wires, or the wires which serve the street lights under contract with the City, underground. This has removed, in a large measure, a very dangerous class of wires from the streets, as these arc lighting wires are operated at a very high voltage, dangerous to life.

The congested section of the City, as outlined by the Commission, embraces that territory within the bounds of Saratoga, Pratt, Eutaw and Gay Streets. The ordinance under which this Commission derives its general authority, that is No. 107, prohibits any wires crossing over any

street or alley from house to house. This made it necessary to provide means whereby the commercial service of electric light and power, telephone and telegraph could be made accessible to buildings without the necessity of any overhead wires. In order to provide such accomodations, a distributing system has been built within the congested district, and services have been built into each building within the section, where services now are, or which were sufficiently important to warrant making the connection. Therefore, when the work of the various companies, under notices served upon them by the Commission, has been completed, there will be no reason for the retention of any pole or overhead wire within this district. All service of this character will be underground, in the same general manner as are water and gas services now.

This underground distributing system was limited to the territory above mentioned, for the reason that it was found that such a method of distribution would not be economical, except in places where the services to be connected were very close together. In other words, in residential sections of the City, it would not be an economical construction, where there may be only three or four services to each block, while the general distributing conduit would have to be built for such residential sections in exactly the same manner that it would be built for a more congested section. The plun, therefore, which has been discussed, from time to time by the Commission, and which presents itself as being the most feasible method for distribution in outlying territory, is by means of poles set in alleys. Branch conduits will carry the calle to such poles, and the wires to the houses will be distributed from such poles. This will enable the Commission with its present resources, to cover all the important sections of the City with a general system of necessary conduits, and require the removals of poles from streets and thoroughfares, having such poles set in the alleys, with lateral connections from the main conduits to such poles. This method if distribution is well established in the larger cities of the Country, and is so well considered, that the poles in the alleys are not considered as obstructions, but such method of distribution is recognized as a standard for such work.

#### PROSPECTIVE RETURNS FROM THE CONDUITS.

Ordinance No. 107 required the Electrical Commission to establish reasonable rentals for the use of the conduits, and that these rentals must be approved by the Mayor and City Council. Such has been done, and the existing rentals were approved by Ordinance No. 81, approved December 17th 1900. Rental charges vary from 7 cents a foot for 5000 feet or under to 5 cents per foot for 100,000 feet or over. The calculation of rentals has been based (first) upon the average cost per duct foot, assuming a certain percentage of average occupation of the ducts - that is, that all of the ducts will not be occupied all of the time, and the actual cost of one duct foot is increased in proportion as the amount of duct feet used decreases from the total number. With this cost price as datum, and considering the fixed charges, such as interest, sinking fund provision, as well as the expense of maintaining and operating the system, the above rates have been arrived at.

#### THE PRESENT REVENUE.

Nearly all of the conduit at present occupied by cables is located in the congested district, which comprises but a small proportion of the total extent of the conduit system. There are at present 504,720.5 feet of cable in the conduits. Of this amount 33,143.93 feet belong to the City, and for which no actual revenue is paid. This leaves a total of 471,576.57 feet, which produce about \$23,500. per year. At the end of the present year, when the cables already under installation by the United Electric Light & Power Company and the Chesapeake & Potomac Telephone Company are completed, the revenue derived from the congested district will be sufficient to pay the interest on the entire cost of the system. Extensions in cutlying territory should be made as speedily as is consistent with the burdens imposed upon the various companies, that is, if the entire work were imposed on the companies all at one time, it is doubtful if they could stand the obligation without embasirassment.

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#### ELECTRICAL COMMISSION.

Permanent Establishment of the Organization.

All methods and operations are to continue in force except as they may be changed by this scheme of re-organization.

The sub-division of this Commission's work are to be as

FIRST: Operating & Maintenance,

SECOND: Engineering,

THIRD: Construction.

#### OPERATING AND MAINTENANCE:

The work of this branch shall continue as heretofore under the charge of the Chief Cable Inspector.

#### ENGINEERING:

This branch shall be defined as having to do with the drafting of plans, the laying out of the work, determination of an Engineering character during the progress of the work as to changes in the plans &... the collection and recording of data.

The operations of this branch shall come under one or

more Assistant Engineers, as may be deemed necessary by the Chief Engineer. The operation of the Drafting Room and corps of Lines-men shall continue as heretofore with such changes in their duties as may be involved in this re-organization.

#### CONSTRUCTION:

This branch of the work is defined as all the operations of this Commission in executing the plans, and it shall be solely under the authority of the General Superintendent of Construction who shall report and be directly responsible to the Chief Engineer except in such particulars as the Chief Engineer may be represented by an Assistant Engineer on the work, in which case the authority of such Assistant Engineer will be limited to the engineering details by direct arrangement with the General Superintendent, or with his knowledge; in no case shall an Assistant Engineer or other employe engaged in the engineering branch of the work have any authority over, or issue any independent instructions to any of the subordinates to the General Superintend ent.

The work under construction shall be classed in five (5) general divisions according to the character of the construction,

FIRST: Trunk,

SECOND: Service and Distribution,

THIRD: Service and Distribution, (Type-b)

FOURTH: Lateral.

Trunk conduit shall be defined in the same man ner as heretofore Service & Distribution conduit is the house to house service and distribution of the standard construction where electric light and power distribution is by direct current.

Service & Distribution (Type-B) conduit consists of the underground service and distribution arranged for electric light and distribution by alternating current where transformer manholes are used and whether with or without the addition of extra ducts underneath.

Lateral conduits include the conduit connections of any delected number of ducts connecting distributing lines with trunk conduits, and shall include all the **items** of construction formerly known as "special", regardless of their use.

To define the "Lateral Construction" more closely it shall include in addition to the standard lateral conduits, connections made for the Police and Fire Alarm Telegraph, are lamps, trolley poles and terminal poles.

The above four divisions of construction are to embrace all conduit constructed that add duct feet to the system.

#### REPAIRS AND MAINTENANCE:

All work called upon to be done by construction other than that which adds duct feet to the system, such for example as ordinary repairs, re-placing &c. &c.

There will, therefore, be five (5) general divisions of construction.

#### CONSTRUCTION ORDERS:

The Superintendent's orders for work shall, when issued, be stamped with the name of one of the above five (5) divisions according to the class within which it falls.

# CONDUCT OF THE OFFICE AND METHOD OF CHARGING ACCOUNTS

TO BE

#### EMPLOYED.

The operations of the office shall be inccharge of the Chief Clerk; the operations to continue as heretofore with the addition of the General Store-keeper.

In connection with the duties of the Store-keeper already outlined, in so far as it relates to the checking of the materials outside of the office, the clerical operations shall be as follows:

All requisitions of purchases of any description, embracing in addition to construction materials, all supplies used in the
operations of the Commission, originate by requisition of either.

- (a) The Chief Engineer, or an Assistant Engineer with his approval,
- (b) The General Superintendent, or the Material Man, with his approval,
- (c) Chief Cable Inspector,
- (d) Chief Clerk,
- (e) Chief Draftsman.

All requisitions shall come through or be directly approved by one of these sources.

These requisitions shall be made on the Store-keeper and the Chief Clerk shall secure the necessary quotations and arrange for the deliveries. When the materials or supplies are delivered to the party making the requisition, he shall receipt therefor to the Store-keeper either directly or through an Assistant Store-keeper at the place of storage.

All of these sheets shall be certified by the Store-keeper to the book-keeper through the Chief Clerk.

The formal written orders for materials shall contain a definite description of the quantity and character of materials together with the agreed upon time of delivery and the price, and these orders shall be drawn only the Chief Clerk as they may be certified to him by the Store-keeper.

The Store-keeper shall keep a current inventory of all material ordered which shall show both the quantity and price of material purchased and received. This running inventory shall be so arranged that the stock on hand may be taken off daily.

## REPORT OF MOTOR VEHICLE ACCIDENT, COLLISION, FIRE, ETC.

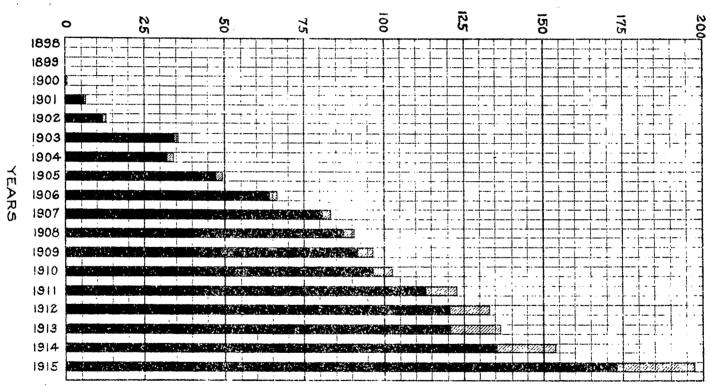
To be made in triplicate immediately after accidents, collisions, fires, etc. Two copies to be sent to City Comptroller.
One copy to be retained by Municipal Garage.

# MAYOR AND CITY COUNCIL OF BALTIMORE. MUNICIPAL GARAGE.

Baltin	more, Md.,	19
Insurance Policy No	· · · · · · · · · · · · · · · · · · ·	
City Department using motor vehicle		
Make of motor vehicle Factory No	•	
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Date of Accident		
Location of Accident		
1 1		
(Pisase fill in names of strests nearby and	mark spot at which accident happened.)	
Names of Occupants of Motor Vehicle:	${\it Addresses}$ :	
		• • • • • • • • • • • • • • • • • • • •
•••••••••••••••••••••••••••••••••••••••		• • • • • • • • • • • • • • • • • • • •
	••••••	• • • • • • • • • • • • • • • • • • • •
	· · · · · · · · · · · · · · · · · · ·	
Names of Other Witnesses:	$m{Addresses:}$	
	•••••••••••••••••	
	•••••••••••••••••••••••••••••••••••••••	·
	•••••	
Power to making our other managers	••••••	
Damage to vehicle or other property		
		•
Injured Persons' Names:	Addresses :	••••••
	*	
••••••		
Was injured person careless or intoxicated when accident occurred?		
What statement was made by injured person and to whom?		• • • • • • • • • • • • • • • • • • • •
How many lights were maintained?		
How many?What were their location		
Rate of speed at time of accident		
If doctor was called, give name		
What is the name of the Police Officer stationed in this vicinity? of the		
At what hour did he pass the point last preceding accident?		
Give all other information regarding the accident. If this space is not s		
		· · • • • • • • • • • • • • • • • • • •
		·
•••••••••••••••••••••••••••••••••••••••	••••••	• • • • • • • • • • • • • • • • • • • •
••••	Signature of Chauffeur in Charge at tin	ne of accident.

License No.....

#### THOUSANDS OF DOLLARS



REVENUE FROM DUCT RENTAL

- スロイ -

UNPRODUCTIVE (CITY DEFTS., ETC.)

6.	Contents-continued of commitment, case number; case
	history includes facts for identification and reference,
	record of case from Social Service Exchange; summary
	of case; history of case from case worker or (contron line)
7.	Arrangement Alpha betically by name of child (Chronologically-by what? Numerically-by what? Alphabetically-by what?)
8.	Indoxing None, (Self-containeddescribe what it shows. If separate, fill out a form for it.
	(Self-contained-describe what it shows. If separate, fill out a form for it,
	and place cross reference here to that form by title and identification number)
9.	Writing Handwritten on printed form typed on printed form; (Handwritten. Handwritten printed form Handwritten printed head. Typed.
	Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
ř	(drof to sold trains to said the sold fell sold if mem les suit france in
	and yoars covered by each kind of writing)
.0.	Size of drawer 112 XIS X 24 1087 Cases.  (Of record or container. Height, width, thickness or depth. Average number of
	Average 9 documents perfolder. pages or bocuments)
1.	Room, vault, wall-N.E.S.W., section, bin, sholf,
	wall in room # 302.
	cabinet, on floor)
2	
610	Other information Pecords and containers in excellent condition.  (Condition of record if not good. Relation to other records.
	Continued from line 6 from other source; Information on prior, subsequent, or similar records. Whether record is known
	to have been kept earlier than dates shown in item 2)
	Psychiatric report; medical record; school
	reports from Educational Departments; Baptismal
3=	reports from Educational Departments: Baptismal (Author) (Publisher)
	Note: 7 drawers shown on addenda sheet #1
	Mole: 7 drawers shown on addenda sheet #1  (Pleased publication)  Contain Baltimore City Cases; 2 drawers shown
	U. S. GOVERNMENT PRINTING OFFICE o 16-6419
	on addenda sheet